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MONTANA OCCUPATIONAL INFORMATION SOURCES

PUBLICATIONS **PROGRAMS** **REPORTING SYSTEMS**

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MONTANA SOICC

October, 1980

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MONTANA OCCUPATIONAL INFORMATION SOURCES

PUBLICATIONS **PROGRAMS** **REPORTING SYSTEMS**

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October, 1980

Foreword

The Montana State Occupational Information Coordinating Committee (SOICC) is a cooperative program established to coordinate the development and use of occupational information in Montana. The following agencies are represented on the SOICC:

Employment Security Division Department of Labor & Industry	Rehabilitative Services Division Department of Social & Rehabilitation Services
Employment & Training Division Department of Labor and Industry	Vocational Education Office of Public Instruction

Montana Occupational Information Sources is a directory of occupational information available to Montanans. Studies have indicated that users of occupational information often are not aware of sources of the information they need. Thus, Montana Occupational Information Sources is designed to help users locate the information that they need and that is readily available to them. Each entry in Montana Occupational Information Sources includes enough background about a data source to allow information users to make well-informed decisions about whether a data source provides the information a particular user needs. The entries were written on the basis of interviews with appropriate program people and a review of pertinent documents.

The Montana SOICC expresses its appreciation to the staff members of Program Resources, Inc. who worked on this publication: Harvey Ollis, Trig Johnson, Patricia Carrico, Maggie Coons, Betty Johnson. The SOICC offers a special thank you to the many people who met with our representatives to provide the information that made this publication possible.

Periodic up-dates of Montana Occupational Information Sources are planned. Your comments on and suggestions for improving this publication are needed. After you have used this publication, please complete the evaluation form on the next page to let us know how we can improve Montana Occupational Information Sources.

MONTANA OCCUPATIONAL INFORMATION SOURCES

Evaluation Form

To help us improve this publication, the Montana State Occupational Information Coordinating Committee would appreciate your completing this form and returning it to:

Montana SOICC
P.O. Box 1728
Helena, MT 59601

---

1. I found this publication [ ] easy to use.

   [ ] difficult to use.

   To improve the publication's ease-of-use, the Montana SOICC should _____
   _____
   _____.

2. This publication was [ ] very helpful to me.

   [ ] somewhat helpful to me.

   [ ] not at all helpful to me.

   To make this publication more helpful, the Montana SOICC should _____
   _____
   _____.

3. This publication [ ] did identify a source for information I need.

   [ ] did not identify a source for information I need.

   The type of information I need is _____
   _____.

4. Descriptions of the following item(s) (occupational information publications, programs, reporting systems) should be included in Montana Occupational Information Sources:

Item	Agency Contact
_____	_____
_____	_____
_____	_____

5. Other comments and suggestions _____
_____
_____
_____
_____
_____.

Please complete the following:

Your agency or employer _____

Agency type _____
(e.g., state government, local government, private industry, etc.)

Your position _____
(e.g., administrator, counselor, student, employment interviewer, etc.)

THANK YOU!

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MONTANA OCCUPATIONAL INFORMATION SOURCES

PUBLICATIONS

STATE AGENCIES

PUBLICATIONS

Annual Implementation Plan: Montana Health Systems Agency

Description

The Annual Implementation Plan (AIP) seeks to identify short-range projects that will lead to the achievement of the goals in the Montana Health Systems Plan and to establish explicit milestones for the progress of such projects. Focusing on these projects helps agency personnel direct their time and resources.

Two projects are chosen each year by each of the five subarea Advisory Councils. The presentation of each problem contains background on the problem, Health Systems Plan goal, Annual Implementation Project, recommendations, resources required, and a quarterly milestone chart. Problems range from personnel recruitment to the need for a hospice, from physical fitness cost and accessibility to the creation of a health care services network directory.

The Plan outlines the steps in the AIP development process and the AIP Development Schedule. It also includes recommendations for medical facility construction, modernization, and conversion. The appendix contains a progress report on the previous year's AIP projects.

Uses

The Annual Implementation Plan indicates the most pressing health care problems in each of the subareas of the State. It provides planners with an overview of the status of Health Care in Montana and indicates where more emphasis and resources should be placed.

Time Period Coverage

The 1980-81 edition covers 1979 and 1980.

Geographic Coverage

The 1980-81 edition describes Health System Plan goals and objectives for each of five subareas in Montana.

Occupational Coverage

The Plan discusses the need for selected health care professionals in several subarea objectives.

Frequency of Publication

Annual

Availability/Cost

Available from the publishing agency at no cost to not-for-profit organizations.

PUBLICATIONS

Annual Implementation Plan: Montana Health Systems Agency (Continued)

Publishing Agency Contact

H. Russell Hair, Director of Planning
Montana Health Systems Agency, Inc.
324 Fuller Avenue
Helena, MT 59601
(406)443-5965

PUBLICATIONS

Annual Report of the Services Committee to the Governor of Montana

Description

This publication summarizes activities conducted under the Comprehensive Employment and Training Act (CETA) in Montana. This analysis begins with a description of the history of CETA's evolution in the country and its function today. The subsequent sections describe the operation of CETA in Montana. The Report continues with a discussion of CETA activities, operations, participant figures, and expenditures. The three major program categories in Montana are:

- Montana's Job Training Programs
- Public Service Employment
- Youth Employment Programs

The last section in the Report covers recommendations on how these programs can be improved to meet Montana's specific needs and suggestions for coordination in the planning and delivery of future CETA programs.

Uses

The Report provides a summary of the Montana CETA program and may be used as a public information product.

Time Period Coverage

Fiscal year

Geographic Coverage

State-wide

Occupational Coverage

Not applicable

Frequency of Publication

Annual

Availability/Cost

Available from publishing agency at no cost

PUBLICATIONS

Annual Report of the Services Committee to the Governor of Montana (Continued)

Publishing Agency Contact

Gary Curtis, Administrator
Employment and Training Division
Governor's Employment and Training Council
Department of Labor and Industry
35 South Last Chance Gulch
Helena, MT 59601
(406)449-5600

PUBLICATIONS

CETA Participant Handbook

Description

The Montana State Employment Service, acting as the intake agency for Comprehensive Employment Training Act (CETA) programs in Montana, has published a 15-page Handbook to help potential and newly enrolled CETA participants understand the CETA program. The Handbook provides space on the first page for the Employment Service Representative or Counselor to enter information such as their names and telephone numbers. The Handbook describes the intent and practice of the CETA program, answering the "most-asked" questions about CETA and fully outlining the grievance or complaint procedures. CETA participants receive the Handbook as a convenient reference.

Uses

The Handbook is used by CETA participants as a reference. It may also be used as a nontechnical reference for school counselors.

Time Period Coverage

Not applicable

Geographic Coverage

State-wide

Occupational Coverage

Not applicable

Frequency of Publication

The Handbook was revised in March 1979. Future revisions may result from changes in the CETA program.

Availability/Cost

The Handbook is available at any of the local program offices of the Montana State Employment Service at no cost.

Publishing Agency Contact

Herbert Waltermire, Deputy Administrator
Employment Services Bureau
Employment Security Division
Department of Labor and Industry
Lockey and Roberts
P.O. Box 1728
Helena, MT 59601
(406)449-3667

PUBLICATIONS

Comprehensive Employment and Training Plan for Balance-of-State Montana

Description

The Comprehensive Employment and Training Plan for Balance of State (BOS) Montana is a contractual document between the U. S. Department of Labor and the Employment and Training Division, Montana Department of Labor and Industry. The Plan describes services and employment training to be provided in Montana under the Comprehensive Employment and Training Act (CETA).

The CETA program in Montana seeks to provide training and services that will enable participants to reach economic self-sufficiency. The Plan narrative addresses the following topics on the CETA program in Montana.

- Program purpose
- Geography, population, and economy
- Prime sponsor's long-term goals
- Approach
- Delivery agents and coordination
- Prime sponsor planning
- Management and administration

Uses

The Plan is a Federal compliance document and provides a general description of the CETA program in Montana.

Time Period Coverage

Fiscal year

Geographic Coverage

State and sub-State areas

Occupational Coverage

Not applicable

Frequency of Publication

Annual

PUBLICATIONS

Comprehensive Employment and Training Plan for Balance-of-State Montana (Continued)

Availability/Cost

Only 80 copies of this document were printed. Contact the publishing agency concerning details on availability.

Publishing Agency Contact

Gary Curtis, Administrator
Employment and Training Division
Department of Labor and Industry
35 South Last Chance Gulch
Helena, MT 59601
(406)449-5600

PUBLICATIONS

County Profiles

Description

These Profiles consist of data for each of the 56 Montana counties, presented in computer-generated tables. Statistical facts, selected from government publications and computer tapes, are presented in tabular form to serve as a convenient reference on social and economic facts. A complete set of tables, called a profile, is published for the State and each county and provides social and economic facts on the following subjects:

- Population
- Vital statistics and health
- Education
- Housing
- Employment by industry and occupation
- Income
- Governmental finances
- Social insurance and welfare
- Agriculture
- Business enterprise, trade, and services

Uses

The Profiles provide local and State planners with a comprehensive accumulation of facts and characteristics about the State and individual counties in a standard format that allows for easy reference and comparison.

Time Period Coverage

Tables derived from the Census of Population cover 1960 and 1970. Tables derived from other governmental statistics cover varying time periods up to 1978.

Geographic Coverage

County and limited State-wide

Occupational Coverage

The Profiles provide information on employment in 12 Census occupational categories for 1960 and 1970.

Frequency of Publication

Profiles are published only after available data has been significantly revised. Additional copies are printed as needed.

PUBLICATIONS

County Profiles (Continued)

Availability/Cost

The individual county profiles are available for $2 each from the publishing agency.

Publishing Agency Contact

R. Thomas Dundas, Administrator
Department of Community Affairs
Research and Information Systems Division
1424 Ninth Avenue
Capitol Station
Helena, MT 59601
(406)449-2896

PUBLICATIONS

Directory of Montana Manufacturers

Description

Following introductory tables and pages, this Directory contains four color-coded sections that provide alphabetical listings of manufacturing firms in Montana:

- Section 1, printed on blue paper, lists alphabetically the names of the manufacturing firms in Montana. This section includes the following information:
  - Address
  - Phone number
  - City
  - Zip code
  - Chief executive
  - Size (S = 10 employees, M = 11 to 50 employees, L = more than 50 employees, and U = unknown number of employees)
  - Products the firm manufactures with their respective Standard Industry Classification (SIC) codes
- Section 2, printed on pink paper, lists the manufacturing firms in alphabetical order within each city. It also lists the cities in alphabetical order.
- Section 3, printed on yellow paper, lists the manufacturing firms in alphabetical order under the SIC code of the particular product that the firm manufactures. Each listing includes the information described above for Section 1.
- Section 4, printed on green paper, lists the manufacturing firms alphabetically under a particular product the firm manufactures. It also lists the SIC code of the product.

Uses

The Directory is a reference used by the business community, government agencies, manufacturers, buyers, and general public to identify and contact individual manufacturing firms in Montana. It enables users to locate manufacturers by industry, geographic area, and product.

PUBLICATIONS

Directory of Montana Manufacturers (Continued)

Time Period Coverage

The most recent edition (1976-77) contains 1976 data.

Geographic Coverage

State-wide

Occupational Coverage

Not applicable

Frequency of Publication

Irregularly, every two to three years

Availability/Cost

Available for $10 from the publishing agency

Publishing Agency Contact

R. Thomas Dundas, Jr., Administrator
Research and Information Systems Division
Department of Community Affairs
1424 Ninth Avenue
Capitol Station
Helena, MT 59601
(406)449-2896

PUBLICATIONS

Economic Conditions in Montana: A Report to the Governor

Description

This report contains an analysis of the past, present, and future of Montana's economy, divided into three main sections:

- Factors in Montana's Economic Growth, which briefly describes the factors, both within and outside the State, that help determine the economic growth of Montana
- Montana Economic Indicators, which presents and analyzes important summary measures of growth and performance of Montana's economy
- Analysis of Selected Montana Industries, which contains an analysis of some of Montana's most important industries. Each industry subsection was written by a specialist of the particular industry being discussed

The specific format of this report may change from edition to edition.

Uses

This report provides information and analysis of data that will be useful to decisionmakers responsible for economic policy and other persons who want information about Montana's economy. It provides useful information on Montana's industries, their economic performance, determinants, and potential growth.

Time Period Coverage

Past 15-20 years and future projections

Geographic Coverage

State-wide

Occupational Coverage

Not applicable

Frequency of Publication

Biennially (somewhat irregularly)

Publishing Agency Contact

R. Thomas Dundas, Jr., Administrator
Research and Information Systems Division
Department of Community Affairs
1424 Ninth Avenue
Capitol Station
Helena, MT 59601
(406)449-2896

MONTANA OCCUPATIONAL INFORMATION SOURCES

PUBLICATIONS

Educational Aids for Women

Description

This 22-page booklet is designed to help Montana women in their search for financial aid for education. It provides a partial list of scholarships, fellowships, grants, and loans specifically designed for female recipients, in addition to some general programs. It also lists other potential sources of funds available to women in Montana. This booklet also describes how to apply for financial aid in Montana and offers suggestions for cutting costs and for organizing a financial aid search.

Uses

This publication is designed to aid Montana women in their search for financial assistance for their education.

Time Period Coverage

1980 to 1981

Geographic Coverage

This publication provides information on a variety of Montana and national sources of financial aid for education.

Occupational Coverage

Not applicable

Frequency of Publication:

The 1980-81 volume is the first edition of this publication. Future editions may be issued as needed.

Availability/Cost

Single copy available from publishing agency at no cost; additional copies are $1 each.

Publishing Agency Contact

Joan A. Duncan, Chief
Women's Bureau
Labor Standards Division
Department of Labor and Industry
35 South Last Chance Gulch
Capitol Station
Helena, MT 59601
(406)449-5600

PUBLICATIONS

Getting Hired: A Job Hunting Manual for Montana Women

Description

This 71-page manual covers all facets of job-hunting. It begins with a chapter on "Career/Life Planning," which covers how people can become more aware of their goals in life, how to inventory their skills, and how to implement and control the inventory outcomes.

The next chapter, "Developing Your Strategy," describes a framework for helping readers decide where they want to work and who they want to work for. Chapter three deals with resume development and strategy. Chapter four discusses interview procedures and how to prepare for interviews. The final section discusses various resources that can help a person look for a job, such as State agencies, counseling services, professional and business organizations, and books.

Uses

This publication can be useful for persons seeking their first jobs, changing careers, or returning to the competitive labor market after a break in employment.

Time Period Coverage

Not applicable

Geographic Coverage

Not applicable

Occupational Coverage

Not applicable

Frequency of Publication

This is a one-time publication; updates on resources will be issued as new information becomes available.

Availability/Cost

Single copy available from the publishing agency at no cost; additional copies are $1 each.

PUBLICATIONS

Getting Hired: A Job-Hunting Manual for Montana Women (Continued)

Publishing Agency Contact

Joan A. Duncan, Chief
Women's Bureau
Labor Standards Division
Department of Labor and Industry
35 South Last Chance Gulch
Capitol Station
Helena, MT 59601
(406)449-5600

PUBLICATIONS

Health Data Book

Description

This publication describes Montana's demography, mortality, health facilities, physician manpower, and rural health projects. The Department of Community Affairs provided Census-based demographic data, and the Bureau of Records and Statistics provided mortality figures and indicators. The Montana Hospital Association developed the comprehensive information on the location, size, community utilization, and services offered by each Montana hospital, long-term care facility, and home health agency. The annual survey of physicians indicates the number of physicians by county, speciality, and work status. Rural health projects are listed by county and address.

Uses

The Health Data Book provides health utilization data and demographic data. This book serves as a resource to aid in health planning and to assist in the quality of health care decisions for the State.

Time Period Coverage

The demographic data covers the Census of Population years 1950, 1960, and 1970 and provides projections for the years 1975 through 2000. The mortality rates cover the five-year period between 1973 and 1977; the health facility data covers the years 1977 and 1978. Time periods are not indicated for the other sections of the Data Book.

Geographic Coverage

County and State-wide

Occupational Coverage

The physician manpower survey data provides a reliable and concise source of data on current occupational employment of physicians by speciality. Aside from physicians, the Health Data Book does not directly provide occupational data. It does identify the name and address of rural health projects that provide assistance to those areas demonstrating a shortage of health manpower or medical services. As a secondary source, these projects may provide information that will indicate the dimension of health manpower shortages in those specific rural areas.

Frequency of Publication

The 1979 edition is the first edition of the publication. Future editions are planned to accommodate changes and periodic updates to the data.

Health Data Book (Continued)

Availability/Cost

Limited quantities of this publication are available at no cost from the publishing agency.

Publishing Agency Contact

Wallace King, Chief
Health Planning and Resource Development Bureau
Department of Health and Environmental Sciences
836 Front Street
Helena, MT 59601
(406)449-3121

PUBLICATIONS

Health Systems Plan For Montana

Description

The purpose of the Plan is to help the Montana Health System Agency (MHSA) identify high priority health care concerns and alert health care providers, government officials, and community residents to those needs. Needs are assessed mainly in light of national guidelines. The Plan serves as a planning guide for health care institutions, especially in regard to capital expenditures for new and expanded services.

The Health Systems Plan encompasses guidelines, review criteria, and MHSA policy statements and establishes the review process as the primary mechanism for promoting the types of health services needed. The most recent edition, the 1980 Plan, includes guidelines, criteria, and policy statements for 18 health service areas and three major health problems, each of which has a general goal, objectives, and recommended review criteria. Two major sections cover manpower--primary care personnel (doctors) and dental personnel. The manpower studies estimate the number of professionals practicing in Montana, the projected number needed to reach 1985 population-provider goals, and how these goals may be reached.

For reference, the plan includes a health care Delivery System Model, a statistical description of the Montana service area, a glossary, and a directory of persons involved in developing the Health Systems Plan.

Uses

The Health Systems Plan gives a statistically backed, detailed assessment of every major phase of health care service and concerns in Montana. It is intended as a planning guide for health care institutions in meeting national guidelines. It also provides a valuable reference for persons concerned with health manpower and services.

Time Period Coverage

Dates of statistical data included in the 1980 Plan vary widely The most complete data covers 1978, and projected data covers up to 1985. Hospital statistics are based on 1975 data.

Geographic Coverage

This document presents selected demographic, employment, and health statistics at the State, sub-State, and county levels.

Health Systems Plan For Montana (Continued)

Occupational Detail

The section on physicians in the 1980 plan provides data on the number of physicians aggregated by county, subareas, and State and categorized into Primary Care (General Internists, Pediatricians, OB/GYN, General Surgeons) and other, non-Primary Care physicians. The Plan also contains figures by specialty groupings. The section on dental personnel provides numbers of both dentists and dental hygienists broken down by county, subarea, and State.

Projected employment needs (1985) are given for physicians, dentists, and dental hygienists.

Frequency of Publication

Every 18 months

Availability/Cost

Available from the publishing agency at no cost to not-for-profit organizations.

Publishing Agency Contact

H. Russell Hair, Director of Planning
Montana Health Systems Agency, Inc.
324 Fuller Avenue
Helena, MT 59601
(406)443-5965

PUBLICATIONS

Montana Directory of Trade, Technical, and Selected Professional Associations, 1979 Edition

Description

This twenty-page pocket directory provides a guide to approximately 100 selected associations in Montana. The Directory lists nonprofit organizations having State-wide membership. These organizations are listed alphabetically according to industry or service. Each association entry includes:

- Name and address of the association
- Name and title of a contact person
- Telephone number
- National affiliation

Uses

The Directory provides a listing of State-wide associations. Associations may have wage, training, or other occupation-specific information.

Time Period Coverage

Not applicable

Geographic Coverage

State-wide

Occupational Coverage

Not applicable

Frequency of Publication

This Directory replaces the 1977 edition of the Montana Directory of Trade, Technical, and Selected Professional Associations.

Availability/Cost

Single copy available from publishing agency at no cost; two or more copies are 50 cents each.

Publishing Agency Contact

R. Thomas Dundas, Jr., Administrator
Research and Information Systems Division
Department of Community Affairs
1424 Ninth Avenue
Capitol Station
Helena, MT 59601
(406)449-2896

PUBLICATIONS

Montana Education Directory

Description

The Directory is a comprehensive reference work distributed by the Office of Public Instruction. The majority of the publication consists of a list of elementary and secondary public schools, broken down by county and district. Each school's listing indicates the following:

- School address and legal entity
- Board chairpersons and administrators
- Telephone number(s)
- Grades served
- Enrollment

The Directory also lists elementary schools and State-accredited secondary schools not operated by a public school district. Other listings include:

- Postsecondary vocational-technical centers
- State University system, community colleges, and private colleges
- Special education centers
- State agencies and associations serving school and education personnel

The Directory also incorporates an extensive list of persons involved in State education at all levels.

Uses

The purpose of the Directory is to enhance communication among Montana school officials. It provides a complete list of contacts within Montana's public educational institutions and within programs such as the Comprehensive Employment and Training Act (CETA), Vital Information on Education and Work (VIEW), and Vocational and Occupational Services.

Time Period Coverage

Academic year

Geographic Coverage

The entire State is covered and broken down by district, county, and Educational Service Area.

Occupational Coverage

Not applicable

PUBLICATIONS

Montana Education Directory (Continued)

Frequency of Publication

Annually

Availability/Cost

Available at no cost from the publishing agency

Publishing Agency Contact

Georgia Rice, Superintendent
Office of Public Instruction
Room 106, State Capitol
Helena, MT 59601
(406)449-3654
Toll Free Number 1-800-332-3402

MONTANA OCCUPATIONAL INFORMATION SOURCES

PUBLICATIONS

Montana Guide to Post High School Opportunities

Description

This Guide lists universities, two- and four-year colleges, some proprietary (private, profit) technical schools, public secondary schools, and some business colleges in Montana and nearby States. The following information appears in each institutional listing:

- Institutional setting
- Programs offered
- Costs
- Acceptance requirements
- School accreditation
- Admissions office address and telephone number

The Guide also includes:

- A mini-catalog of financial aid
- Information on admissions tests
- Advice on choosing a college, including questions a student should resolve
- Brief sections on several military service opportunities
- A short list of college, career, and major's guide publications

Uses

The Guide is designed to help high school students plan their careers after graduation. Schools use the Guide in conjunction with the High School Visitation Programs. Principal users of the Guide are senior high school students, their parents, and high school guidance counselors.

Time Period Coverage

1980

Geographic Coverage

Selected States in the Upper-Northwest and mid-West, with an emphasis on Montana.

Occupational Coverage

The Guide provides general indications of the range of training/vocational programs available to Montana students at the postsecondary level. The 1980 edition includes a grid which displays curriculum areas and the schools offering each curriculum area.

PUBLICATIONS

Montana Guide to Post High School Opportunities (Continued)

Frequency of Publication

The first edition was published in 1979. A 1980 edition was completed with funding from the Montana SOICC. Periodic updates are planned.

Availability/Cost

This document has been distributed to high school counseling offices and is available for review there.

Publishing Agency Contact

The Guide was published by the Montana School/College Relations Committee. Information on the Guide is available from:

Jaynee Groseth
Associate Director of Admissions
Montana State University
Bozeman, MT 59717
(406)994-2452

MONTANA OCCUPATIONAL INFORMATION SOURCES

PUBLICATIONS

Montana Industry/Occupation Projections--1985

Description

This publication provides long-term projections of Montana employment by industry and occupation for 1985. It contains estimates of the growth (or decline) of each occupation during the projected period, including estimated numbers of job openings resulting from deaths, retirements, or withdrawals from the labor force. It also contains estimates of the number of job openings resulting from employment expansion (or reduction) in each occupation. The publication lists occupations by industry and by occupational groups. For easy reference, it also lists the occupations having the highest and lowest growth rates. The employment projections result from use of the Census-based industry-occupation matrix methodology developed by the U.S. Department of Labor, Bureau of Labor Statistics.

Uses

The projections offer students, counselors, and training program planners and administrators estimates of anticipated job opportunities. In addition, the projections can be used to gain an orientation to or perspective on the number of persons and kinds of skills likely to be needed by public and private employers in various occupations in the future.

Time Period Coverage

Estimated employment for 1976 and projected employment for 1985

Geographic Coverage

The projections are offered in a series of three publications, one for State-wide, one for the Billings Standard Metropolitan Statistical Area (SMSA), and one for the Great Falls SMSA.

Occupational Coverage

The Census-based industry-occupation projections potentially could provide employment data for more than 400 occupations. Fewer occupations are reported in Montana than in other parts of the U.S. because of the State's industry composition and relatively small population.

Frequency of Publication

Revised editions are published every two years or as new data are available.

Montana Industry/Occupation Projections--1985 (Continued)

Availability/Cost

Available from publishing agency at no cost

Publishing Agency Contact

Bob Rafferty, Supervisor
Research and Analysis Section
Employment Security Division
Department of Labor and Industry
Room 414, Employment Security Building
Lockey and Roberts
P.O. Box 1728
Helena, MT 59601
(406)449-2430

MONTANA OCCUPATIONAL INFORMATION SOURCES

PUBLICATIONS

Montana Labor Market Information Directory

Description

The Directory is a single-page document to help individuals order Labor Market Information (LMI) publications. The Directory serves as a complete listing with short descriptions of the available publications. In addition, the Directory can be folded in three parts, stapled, and used as an order form for obtaining any of the LMI publications.

Uses

The Directory can be used as an index of available Labor Market Information and as an order form for obtaining those publications.

Time Period Coverage

Not applicable

Geographic Coverage

State-wide

Occupational Coverage

The Directory itself contains no occupational information. The publications listed in the Directory are the most significant sources of occupational information in Montana.

Frequency of Publication

Annually or more frequently if required

Availability/Cost

Available from publishing agency at no cost

Publishing Agency Contact

Bob Rafferty, Supervisor
Research and Analysis Section
Employment Security Division
Department of Labor and Industry
Room 414, Employment Security Building
Lockey and Roberts
P.O. Box 1728
Helena, MT 59601
(406)449-2430

PUBLICATIONS

Montana Population Projections, 1980-2000 (Summary)

Description

This document summarizes a more extensive document, Montana Population Projections, 1980-2000 for Counties and Incorporated Cities and Towns, which was also prepared for the Water Quality Bureau of the Montana Department of Health and Environmental Sciences. This 16-page summary contains three sections:

- Methodology and procedures used to produce the county population projections
- 56 county population projections
- Incorporated city and town projections by county

Other documents containing population data produced by the same agency include Montana Population Estimates 1950-1975 and Montana Population Projections, 1975-2000.

Uses

The Summary provides projections of the State's population by county in five-year increments.

Time Period Coverage

1980 to 2000

Geographic Coverage

State, county, and incorporated cities and towns

Occupational Coverage

Not applicable

Frequency of Publication

This summary was issued in 1978. Projections are published irregularly.

Availability/Cost

The Summary is free. The full report, Montana Population Projections, 1980-2000 for Counties and Incorporated Cities and Towns, is available for $3.00 from the publishing agency. Information on the 1970 and 1980 Census of Population and Housing is available from the same office.

PUBLICATIONS

Montana Population Projections, 1980-2000 (Summary) (Continued)

Publishing Agency Contact

R. Thomas Dundas, Jr., Administrator
Research and Information Systems Division
Department of Community Affairs
1424 Ninth Avenue
Capitol Station
Helena, MT 59601
(406)449-2896

PUBLICATIONS

Montana State Plan for Vocational Education 1978-1982

Description

The Montana State Plan for Vocational Education 1978-1982 is a general application document submitted by the Office of Public Instruction to the U.S. Department of Education. The Federal Vocational Education Act of 1963, as amended, requires five-year State plans to provide directions for occupational education emphasis and evaluation.

The Plan contains assurances regarding the process of plan development, the operation of vocational education in Montana, and the use of Federal vocational education funds. The Plan indicates that "vocational education in Montana is first concerned with the employability of students upon completion of training programs."

Following the assurances and introduction, the Plan addresses a variety of topics including demographic data, current and future job needs, funding by purpose, and a summary of enrollments and allocations.

Uses

The Plan gives a comprehensive and detailed overview of the current and projected status of vocational education in Montana. It is a convenient reference for statistical and programmatic information for all phases of vocational education in Montana.

Time Period Coverage

The demographic and vocational education program data cover academic year 1977 to 1978 and projections cover 1978 through 1982.

Geographic Coverage

State-wide and county

Occupational Coverage

The section of the Plan on demographic data contains tables organized by specific vocational program code and title, that provide data on current employment, expansion and placement needs, and projected supply from both vocational education and other sources. The section on five-year goals, enrollments, and allocations in cooperative vocational education gives the projected number of persons in training programs and projected number of programs needed to meet projected manpower needs. A discussion of trends and unique situations in Montana precedes the section on each vocational program area.

PUBLICATIONS

Montana State Plan for Vocational Education 1978-1982 (Continued)

Frequency of Publication

Federal regulations require a five-year plan and updated plans covering one to three years. The Annual State Plan for Vocational Education provides current data and program descriptions that the 5-year plan cannot and is a better representation of current vocational education programs than the 5-year plan. The descriptions in the annual plan are basically the same as those in the 5-year plan except for the dates and time periods covered.

Availability/Cost

Available from the State Library through interlibrary loan. Contact a local library for more information.

Publishing Agency Contact

Dennis Sheehy, State Plan, Research, Reports Consultant
Office of Public Instruction
Department of Vocational Education
1300 Eleventh Avenue
Helena, MT 59601
(406)449-3126

PUBLICATIONS

Montana Woman: Your Job Rights

Description

This 55-page booklet describes rights guaranteed by Montana law covering job seekers, employees, and retired persons. It serves as a guide to familiarize women with their basic job rights, how to handle violations of those rights, and to suggest where they may obtain assistance. This booklet also serves as a quick reference for basic questions about pensions, minimum wage, maternity leave, and other work-related matters through sections on:

- Finding and Getting the Job, which covers such topics as:
  - Employment services and agencies
  - Apprenticeships
  - Protection from sex discrimination
  - Where, when, and how to file a complaint
- Job Rights on the Job
- Employment-Related Retirement Rights and Benefits

The appendices contain the addresses and phone numbers of the following:

- Local Job Service offices
- Local Vocational Technical Centers
- State agencies
- Federal agencies

The appendices also contain sample complaint forms from the Montana Human Rights Commission and the Equal Employment Opportunities Commission.

Uses

This publication encourages increased awareness of job opportunities and elimination of sexual barriers to employment for women.

Time Period Coverage

Not applicable

Geographic Coverage

The publication describes all pertinent Montana laws and some national laws.

Occupational Coverage

Not applicable

PUBLICATIONS

Montana Woman: Your Job Rights (Continued)

Frequency of Publication

This is a one-time publication.

Availability/Cost

Single copy available at no cost from publishing agency; additional copies are $1 each.

Publishing Agency Contact

Joan A. Duncan, Chief
Womens Bureau
Labor Standards Division
Department of Labor and Industry
35 South Last Chance Gulch
Capitol Station
Helena, MT 59601
(406)449-5600

PUBLICATIONS

Program and Financial Plan for Vocational Rehabilitation Agencies

Description

The Program and Financial Plan for Vocational Rehabilitation Agencies is a contractual document between the Rehabilitation Services Administration of the U.S. Department of Health and Human Services and the Montana Department of Social and Rehabilitation Services.

The Plan presents the estimated number of clients to be served in the first, second, and fifth years of the plan broken down by specific program objectives. The Plan also contains estimates of the State and federal funds to be spent on each program by fiscal year.

The Appendix to the Plan contains affirmative action and civil rights assurances and descriptions of selected activities, including American Indian initiatives.

Uses

The Plan is a Federal compliance document and provides a general description of the vocational rehabilitation program in Montana.

Time Period Coverage

The plan issued in 1979 covers fiscal years 1980, 1981, and 1985.

Geographic Coverage

State-wide

Occupational Coverage

Not applicable

Frequency of Publication

Annual

Availability/Cost

A limited number of copies are available from the publishing agency at no cost.

Program and Financial Plan for Vocational Rehabilitation Agencies
(Continued)

Publishing Agency Contact

W. R. Donaldson, Administrator
Rehabilitation Services Division
Department of Social and Rehabilitation Services
Room 202, SRS Building
111 Sanders
Helena, MT 59601
(406)449-2590

PUBLICATIONS

Report of the Assessment of Career Education in the State of Montana

Description

The Report is essentially a detailed description and summary of results of a group of survey instruments administered to various groups involved in career education in Montana. The survey instrument and the groups to which they were administered are:

- Career Maturity Inventory Assessment Instrument and the Student Expectation Survey, both given to students
- The Parent Opinion Survey
- Counselor/Teacher/Administrator Survey, given to both elementary and secondary personnel
- Business and Industry Survey
- Labor Unions Survey
- The Higher Education Survey

The purpose of these surveys was to assess the status, needs, and directions desired for the career education program in Montana.

Briefly, the results of these surveys revealed that most people believe career education to be as important as academic skills in modern life and feel it is the responsibility of the schools to provide this training. While all groups agreed to this, each had its own emphasis. Business and industry wanted students to have academic skills, while the labor unions favored occupational skills. Both of these groups, however, wanted students to have responsible, effective work habits and values.

Educators, on the other hand, felt that they were not well-equipped to teach these work habits and values. They also felt there should be a continued emphasis on academic skills. Parents were unresponsive to questions regarding how well career education was being handled in the schools, though a majority felt there should be more occupational information/orientation in schools.

The surveys of students revealed that they were aware of their responsibility to make career education choices but unsure of the choices to make and the school-to-work transition. More than half were unclear on their career decisionmaking, planning, selection, and entry processes.

PUBLICATIONS

Report of the Assessment of Career Education in the State of Montana (Continued)

The report's ultimate findings were:

- That students need career preparation training
- That students need career-exploration experiences
- That practicing teachers should participate in in-service career education training
- That educators should go through preservice training in career education

Uses

The Report provides detailed information on the attitudes and priorities of persons involved with career education in Montana. It indicates the direction that those involved in career education would like such programs to take. As such, it presents important factors to be considered in planning career education programs.

Time Period Coverage

The surveys were completed during the period of mid-September to December 1977.

Geographic Coverage

State-wide

Occupational Coverage

Not applicable

Frequency of Publication

This was a one-time report.

Availability/Cost

Available from the Montana State library through interlibrary loan. Contact a local library for more information.

Publishing Agency Contact

Dennis Niedermeyer
The National Center for Career Education
University of Montana
P.O. Box 7815
Missoula, MT 59801
(406)243-2989

PUBLICATIONS

Selected Wage Information 1980 for Montana and 14 Labor Market Areas

Description

This 209-page publication is a consolidated source of wage information compiled from secondary sources. It lists occupations in alphabetical order by job title within a State-wide summary and sections for each of the State's Labor Market Areas (LMAs). Within each section, each job title is accompanied by corresponding high and low monthly rates and a code referring to the source of the wage information (such as State Classification Inventory or union labor contracts).

The appendices contain salary conversion tables and a county LMA reference map.

Uses

This publication can be used by career counselors, program administrators, and guidance counselors.

Time Period Coverage

July 1979 to June 1980

Geographic Coverage

State-wide and 14 Montana Labor Market Areas

Occupational Coverage

This publication contains a detailed list of hundreds of job titles with comparative wage data for the State and selected labor market areas.

Frequency of Publication

Annual

Availability/Cost

Available from the publishing agency at no cost

PUBLICATIONS

Selected Wage Information 1980 for Montana and 14 Labor Market Areas (Continued)

Publishing Agency Contact

Bob Rafferty, Supervisor
Research and Analysis Section
Employment Security Division
Department of Labor and Industry
Room 414, Employment Security Building
Lockey and Roberts
P. O. Box 1728
Helena, MT 59601
(406)449-2430

PUBLICATIONS

Vocational Education Accountability Report

Description

This Report is designed to be interpreted in relation to the Annual Plan contained in the Montana State Plan for Vocational Education, 1979-1982. It reports the programs, enrollments, fiscal details, and the extent to which each goal in the five-year plan was achieved.

The Report outlines goals and accomplishments for each vocational skill area and for programs for disadvantaged and handicapped persons. It describes achievements in meeting programmatic goals in various programs including:

- Personnel Development
- Guidance and Counseling
- Curriculum Development
- Exemplary and Innovative Programs

A table presents enrollments in Vocational Education programs with projected supply and employment needs. A detailed chart by county and school exhibits planned and actual expenditures of Federal, State, and local funds. The Report provides an overview of the operational connection between the State Comprehensive Employment and Training Act (CETA) program and the Office of Public Instruction.

Uses

Each Annual Report provides a complete overview of the status of vocational education in Montana that fiscal year, reporting on programs, enrollments, and fiscal details. Its comparison of actual students/programs with anticipated students/programs serves as an aid to refine future vocational education goals.

Time Period Coverage

Fiscal Year

Geographic Coverage

The Report provides details on funding at a State-wide level and broken down by schools with each county.

Occupational Coverage

The Report details actual enrollments in vocational education programs by U.S. Office of Education code and program title. This information is important as an indication of potential occupational supply. The report also summarizes these enrollments and compares estimated numbers of available workers with the projected supply and needs.

PUBLICATIONS

Vocational Education Accountability Report (Continued)

Frequency of Publication

Annual

Availability/Cost

Available at no cost from the publishing agency

Publishing Agency Contact

Dennis Sheehy, State Plan, Research, Reports Consultant
Office of Public Instruction
Department of Vocational and Occupational Services
1300 Eleventh Avenue
Helena, MT 59601
(406)449-3126

PUBLICATIONS

Vocational Rehabilitation State Plan

Description

The Vocational Rehabilitation State Plan is an annual contractual document between the Rehabilitation Services Administration of the U.S. Department of Health and Human Services and the Montana Department of Social and Rehabilitation Services.

The first section of the Plan contains assurances that the Montana agency receiving Federal funds under the Rehabilitation Act of 1973 (P.C. 93-112), as amended, operates according to Federal standards and guidelines. The Plan also contains the administrative rules under which the Department of Social and Rehabilitation Services operates.

Uses

The Plan is a Federal compliance document and provides general descriptions of the vocational rehabilitation program and administrative rules in Montana.

Time Period Coverage

Fiscal year

Geographic Coverage

State-wide

Occupational Coverage

Not applicable

Frequency of Publication

Annual

Availability/Cost

A limited number of copies are available from the publishing agency at no cost.

Publishing Agency Contact

W. R. Donaldson, Administrator
Rehabilitation Services Division
Department of Social and
Rehabilitation Services
Room 202, SRS Building
111 Sanders
Helena, MT 59601
(406)449-2590

PUBLICATIONS

Youth in Montana Labor Force

Description

This special publication provides labor market information on youth in Montana. It defines the term "youth" as "young people between the ages of 16 and 24." Narratives and tables provide a composite picture of the status of youth in Montana, including:

- Characteristics and demographics of youth in the population
- Youth participation in the labor force
- Youth unemployment data
- Youth training programs in public schools
- Federally funded training programs
- Vital Information on Education and Work (VIEW) career planning programs

This information was obtained from the following sources:

- Montana Office of Public Instruction
- Montana State Occupational Information Coordinating Committee (SOICC)
- Department of Health and Environmental Science
- Labor Market Information program of the Research and Analysis Section

A supplementary section within the publication details the results of a survey of high school students conducted by the Montana SOICC.

Uses

The publication is designed to help educators, counselors, and planners by discussing topics such as youth unemployment, occupations, and programs.

The SOICC survey indicates how youth enter the labor market.

Time Period Coverage

Tables and narratives in various sections describe time periods between 1930 through 1979. The SOICC survey was conducted in December 1978.

Geographic Coverage

Tables and narratives are State-wide. The SOICC survey provides State-wide, Standard Metropolitan Statistical Area, and Labor Market Area data.

Occupational Coverage

Occupational detail varies among the sources of data and the various sections of this publication. Data from the Current Population Survey provide occupational detail in 22 categories. Vocational education program locations

Youth in Montana Labor Force (Continued)

are listed for 36 educational programs. The Job Service provides nine-digit Dictionary of Occupational Titles (DOT) codes and titles for the occupations in which 100 or more active applicants were under the age of 22. The SOICC survey reported student employment in 34 occupational categories.

Frequency of Publication

This is a special Labor Market Information publication prepared to meet one-time information needs. Revised editions may be produced if needed.

Availability/Cost

Available from publishing agency at no cost

Publishing Agency Contact

Bob Rafferty, Supervisor
Research and Analysis Section
Employment Security Division
Department of Labor and Industry
Room 414, Employment Security Building
Lockey and Roberts
P.O. Box 1728
Helena, MT 59601
(406)449-2430

MONTANA OCCUPATIONAL INFORMATION SOURCES

PUBLICATIONS

FEDERAL AGENCIES

MONTANA OCCUPATIONAL INFORMATION SOURCES

PUBLICATIONS

Dictionary of Occupational Titles

Description

The Dictionary of Occupational Titles (DOT) provides standardized occupational information to be used by job placement, employment counseling, occupational and career guidance, and labor market information services. The Fourth Edition DOT contains almost 20,000 occupational titles and more than 12,000 occupational definitions. It organizes jobs into occupations according to their similarities and defines the structures and content of the occupation. These definitions are based on analyses of the duties and tasks of similar jobs across the country. Each occupation is incorporated into a classification structure in which jobs are given nine-digit code numbers (e.g., 201.368-010) that primarily reflect the kind and level of work performed.

Each DOT occupational definition consists of six basic parts:

- The occupational code number
- The occupational title
- The industry designation
- Alternate titles (if any)
- The body of the definition
  - Lead statement
  - Task element statements
  - Optional tasks that may be required in certain work situations
- Undefined related titles (if any)

Uses

The DOT is used by Montana Employment Security Offices to assign an occupational code number and title to a job applicant or employee job order to facilitate the process of "finding people for jobs and jobs for people". The coding enables Employment Security personnel to match previously registered applicants with Job Orders and enables applicants to locate job openings that match their work background and experience.

The DOT is most widely used as a technical source to code and describe jobs; as such, it is widely used outside of the Employment Service by educators, employment and training personnel, job developers, and placement specialists. The DOT is not designed for direct use by students or clients, but constitutes a technical reference for personnel in career counseling and placement services.

PUBLICATIONS

Dictionary of Occupational Titles (Continued)

Time Period Coverage

The DOT is based on job analysis research conducted between 1965 and 1977.

Geographic Coverage

National

Occupational Coverage

The DOT contains almost 20,000 occupational titles and more than 12,000 occupational definitions.

Frequency of Publication

The four DOT editions have been published at about 12-year intervals.

Availability/Cost

This document is available for sale from:

U.S. Government Printing Office
Federal Bookstore
Room 117
Federal Building
1961 Stout Street
Denver, CO 80294
(303)837-3964

Publishing Agency

U.S. Employment Service
Employment and Training Administration
U.S. Department of Labor

PUBLICATIONS

Exploring Careers

Description

Exploring Careers is a companion to the Occupational Outlook Handbook (OOH), specifically targeted to middle school/junior high school audiences, that focuses on workers at their jobs. It uses photographs, stories, hands-on activities, and career games to illustrate the connection between personal interests, aptitudes, traits, and job demands.

The publication's 15 chapters, organized by career cluster rather than detailed occupation, emphasize traits common to workers within 43 representative occupations. Fictional narratives and activity sections present information on personal traits, various ways of entering the occupation, and advancement opportunities. The first chapter contains a modified version of the Bureau of Labor Statistics chart on Matching Personal and Job Characteristics, which matches the more than 300 OOH occupations with 19 job characteristics. A "Job Facts" section concluding each chapter summarizes selected information for all OOH occupations within the career cluster. Summaries based on information in the 1978-79 edition of the OOH appear for the following topics:

- Nature and places of work
- Training and other qualifications
- Other information

Uses

Exploring Careers is a career information resource that is useful in vocational or career counseling. It is designed to stimulate career explorations; accordingly it includes many hands-on activities and suggestions for group and classroom use.

Time Period Coverage

Not applicable

Geographic Coverage

National

Occupational Coverage

Exploring Careers describes in detail 43 occupations and provides summary information on the 300 titles in the Occupational Outlook Handbook.

Frequency of Publication

This is the first edition of this publication.

Exploring Careers (Continued)

Availability/Cost

Exploring Careers, Bulletin 2001, GPO Stock No. 029-001-02224-7, is available for $10 from:

U.S. Government Printing Office
Federal Bookstore
Room 117
Federal Building
1961 Stout Street
Denver, CO 80294
(303)837-3964

Publishing Agency

Bureau of Labor Statistics
U.S. Department of Labor

MONTANA OCCUPATIONAL INFORMATION SOURCES

PUBLICATIONS

Federal Agency Publication Indices

Description

A number of Federal agencies publish information that may be valuable to occupational information users. Many publish indices on a regular or occasional basis that can assist interested users in finding specific reports. Listed below are some of the indices that are usually available at the State library and larger college, university, and community libraries. This section contains no descriptions of uses, availability, or coverage because of the diversity of indices available. Available indices include:

- BLS Publications, 1972-77, U.S. Department of Labor, Bureau of Labor Statistics, Bulletin 1990 (GPO Stock No. 029-001-02204-2).

- A Bibliography of Publications about Education Resources Information Center (ERIC), December 1978, U.S. Department of Health, Education, and Welfare, National Institute of Education.

- The Condition of Education, 1979 Edition, Statistical Report, National Center for Education Statistics, U.S. Department of Health, Education, and Welfare (GPO Stock No. 017-080-02008-4).

- Directory of Labor Force Studies Based on the Current Population Survey, U.S. Department of Labor, Bureau of Labor Statistics (GPO Report 456), 1976

- Directory of Occupational Wage Surveys Jan. 1970-Dec. 1977, U.S. Department of Labor, Bureau of Labor Statistics (GPO Report 537), 1979.

- Index to Publications of the Employment and Training Administration Jan. 1974 through December 1978, U.S. Department of Labor, Employment and Training Administration, 1979.

- Labor Literature, Recent Additions to the Department of Labor Library, U.S. Department of Labor, Office of the Assistant Secretary for Administration and Management Library, May 15, 1980, Volume 5, No. 10.

- Monthly Catalog of United States Government Publications, U.S. Government Printing Office, Washington, D.C. 20402 (Subscription Price $55.00 per year).*

- Monthly List of GAO Reports Issued During June, Single copies free from: U.S. General Accounting Office, Document Handling and Information Services Facility, P.O. Box 6015 Gaithersburg, MD 20760.

*This is the most comprehensive index of Federal agency publications

PUBLICATIONS

Federal Agency Publication Indices (Continued)

- National Center for Education Statistics Catalogue of Publications, Comprehensive List, May 1979. Single copies free from: National Center for Education Statistics, Statistical Information Office, Room 3055, 400 Maryland Ave., S.W., Washington, D.C. 20202.

- Publications of the Bureau of Labor Statistics July-December 1978, U.S. Department of Labor, Bureau of Labor Statistics, 1979 (GPO Report 577).

- Publications of the U.S. Office of Education 1977, U.S. Department of Health, Education, and Welfare, Office of Education (GPO Stock No. 017-080-01786-5)

- Reference Manual on Population and Housing Statistics from the Census Bureau, U.S. Department of Commerce, Bureau of the Census, Washington, D.C., March 1977, revised February 1978. (Price $2)

- Research and Development: A 16-Year Compendium (1963-78, U.S. Department of Labor, Employment and Training Administration (GPO Stock No. 029-000-00381-5), 1979.

- Selected Books and Monographs, Research and Development Program, U.S. Department of Labor, Employment and Training Administration, 1977.

PUBLICATIONS

Guide for Occupational Exploration

Description

The Guide for Occupational Exploration (GOE) organizes occupations into 12 interest areas, 66 work groups, and 348 subgroups. This 715-page document is a tool for counselors assisting individuals in self-assessment and occupational choice. The GOE describes each of the 66 work groups that subdivide the interest areas. Each description contains an overview followed by a discussion of the following questions:

- What kind of work would you do?
- What skills and abilities do you need for this kind of work?
- How do you know if you would like or could learn to do this kind of work?
- How can you prepare for and enter this kind of work?
- What else should you consider about these jobs?

The last section of each work group is a listing of covered Dictionary of Occupational Titles (DOT) codes.

The contents of GOE include an introduction, description of its use for career exploration, work group descriptions, technical notes on the development of the interest areas, description of USES interest and aptitude tests, and a 379-page cross-index of DOT codes and GOE Work Groups and Subgroups.

Uses

GOE is designed to provide job seekers with understandable and usable information about fields of work that match their interests and abilities. The GOE is intended for use both by vocational counselors and by individuals to assist with career and occupational exploration.

The GOE is part of a coordinated assessment/occupational exploration system developed by the United States Employment Service (USES) for use in the counseling process. Other parts include the General Aptitude Test Battery, the Interest Inventory, and the Interest Check List.

For information on how the GOE is used in Montana, contact:

Herbert Waltermire, Deputy Administrator
Employment Services Bureau
Employment Security Division
Department of Labor and Industry
Room 201, Employment Security Building
Helena, MT 59601
(406)449-3667

Guide for Occupational Exploration (Continued)

Time Period Coverage

The GOE is based on DOT job analysis research conducted between 1965 and 1977.

Geographic Coverage

National

Occupational Coverage

The GOE relates the GOE interest areas, work groups, and subgroups to the more than 12,000 Fourth Edition DOT codes and occupations. It also contains a 379-page alphabetical index of DOT titles and corresponding DOT and GOE codes.

Frequency of Distribution

This is the first edition of this publication.

Availability/Cost

The GOE (GPO Stock No. 029-013-00080-2) is available for sale from:

U.S. Government Printing Office
Federal Bookstore
Room 117
Federal Building
1961 Stout Street
Denver, CO 80294
(303)837-3964

Publishing Agency

U.S. Employment Service
Employment and Training Administration
U.S. Department of Labor

MONTANA OCCUPATIONAL INFORMATION SOURCES

PUBLICATIONS

Health Careers Guidebook

Description

The Health Careers Guidebook is a product of the U.S. Employment Service designed to provide information about health careers to interested individuals, agency clients, high school students, counselors, and other personnel concerned with career decisionmaking. The Guidebook contains the following sections:

- Overview of the Health Field, which presents an overview of what is happening in the health field today, basic facts on the industry, and where new and changing opportunities lie
- Career Planning, which contains tips on how to explore the varied career possibilities the health field offers, how to choose a particular career, and how to select the right school for training
- Financial Aid, a detailed guide to finding the funds needed to pay for health careers training
- Health Careers Calendar, a chart that tells at a glance the training or preparation time needed for individual health careers
- Individual Career Descriptions, arranged by 16 different areas within the health field for more than 100 health occupations
- Reference List, containing the names and addresses of more than 150 health organizations that provide health careers information

Each career is listed under its preferred occupational title. Each career description is organized into four basic sections, each giving specific information about the occupations, including:

- The opening section lists alternative titles by which the occupation is known and describes what workers in this profession do on the job. It also discusses major job duties, how and why the work is done, places of employment, and areas of specialization within the field, if any.
- The Job Requirements section outlines the qualifying requirements for a job in this profession. This section covers necessary professional training; recommended or required preprofessional education; any special skills or aptitudes necessary or helpful for successful job performance; State licensure, professional certification, or registration requirements; and other factors related to employment.
- The Opportunities section indicates the future employment outlook for the occupation and major factors that may influence the job market. Also discussed are the opportunities and any additional qualifications needed for advancement.

Health Careers Guidebook (Continued)

The closing section lists, where applicable, current Dictionary of Occupational Titles (DOT) codes. Included also are sources of more information about health careers. The address of each organization supplying this information is found in the Where To Get More Information section.

A table at the end of the Guidebook presents salary data for 29 occupations, based on a 1978 National Survey of Hospitals and Medical School Salaries.

The Health Careers Guidebook was the first in a series of career guidebooks developed by the U.S. Employment Service.

The following publications in this series are scheduled for publication in Fall 1980:

- Environmental Protection Careers Guidebook
- Criminal Justice Careers Guidebook

Uses

The Health Careers Guidebook is a career information resource that can be useful in vocational and career counseling.

Time Period Coverage

This publication is based on DOT job analysis research conducted between 1965 and 1977.

Geographic Coverage

National

Occupational Detail

The Health Careers Guidebook contains 97 occupational descriptions that are related to the DOT code structure.

Frequency of Publication

This is the first edition of this publication.

Availability/Cost

The Guidebook, Fourth Edition (GPO Stock No. 029-000-00343-2) is available for sale from:

PUBLICATIONS

Health Careers Guidebook (Continued)

U.S. Government Printing Office
Federal Bookstore
Room 117
Federal Building
1961 Stout Street
Denver, CO 80294
(303)837-3964

Publishing Agency

U.S. Employment Service
Employment and Training Administration
U.S. Department of Labor

PUBLICATIONS

Military-Civilian Occupational Source Book

Description

The Military-Civilian Occupational Source Book was created, by a joint military service agency, the U.S. Military Enlistment Processing Command (MEPCOM), under the auspices of the Office of the Assistant Secretary of Defense for Manpower, Reserve Affairs and Logistics. Faced with the need to recruit voluntary manpower, MEPCOM developed this publication to demonstrate that the military services provide credible technical and vocational training and work experience comparable to civilian occupations. The Source Book serves as a reference document for enlisted military occupational information.

The Source Book clusters common military speciality occupations from the five military services (Army, Navy, Air Force, Marines, and Coast Guard) by Dictionary of Occupational Titles (DOT) codes. The clusters are grouped by major U.S. Office of Education (USOE) career fields. The clusters represent occupational areas having common job tasks. The Source Book also describes those occupational areas unique to one or more of the military services and/or for which there is no counterpart in the civilian labor market.

The three major sections of the Source Book are:

- General Military Information, which describes the enlistment program training, assignments, promotions, and educational programs in each of the military services and their reserve components

- Structure and Use of the Source Book, which describes the clustering system and the occupational classification systems used, which include:

  - USOE Instructional Disciplines
  - DOT Codes
  - The five military occupational specialty systems

- Job Statements, the largest section, which contains descriptions of military service occupations in sequence by nine-digit DOT code. The descriptions include the following topics:

  - Title
  - USOE cluster
  - Civilian title and DOT code
  - Military title and code by service
  - Composite service job statement
  - Desirable qualifications summary
  - Related service jobs

Military-Civilian Occupational Source Book (Continued)

Uses

The Source Book is a career information resource that can be useful in vocational and career counseling.

Time Period Coverage

Not applicable

Geographic Coverage

National

Occupational Coverage

The Source Book contains hundreds of military occupational titles and equivalent DOT codes.

Frequency of Publication

The Source Book is reviewed biannually for revision or update. The second edition was published in January 1978, and a new edition was planned for 1980.

Availability/Cost

The Source Book (DOD 1304.12Y, IL MEPCOM Publication 19175-7801, GPO Stock No. 1978-752-034) is available at no cost from the publishing agency.

Publishing Agency

U.S. Military Enlistment Processing Command
HQ MEPCOM (MEPCT-R)
Building 83
Fort Sheridan, IL 60037

MONTANA OCCUPATIONAL INFORMATION SOURCES

PUBLICATIONS

Occupational Information System Handbook

Description

The Occupational Information System (OIS) Handbook is a major resource document for those who use occupational information in the administration and planning of occupational and education programs. The document is organized into three volumes.

- Volume I describes more than 40 data and reporting systems used by Federal and State agencies that can provide useful occupational information. Each system description addresses a standard set of topics, including information collection and processing, information available at the State level, and technical limitations of the data. Volume I describes each system as a source of information for one or more of the following components of an OIS:

  - Occupational Demand
  - Occupational Supply
  - Occupational Characteristics
  - Complementary Information

- Volume II provides a conceptual basis and operational procedures for States to use in analyzing and presenting occupational supply and demand information

- Volume III is a technical addendum to Volume I and contains samples of data collection surveys and reports and lists of contact personnel.

Uses

The OIS Handbook is designed to provide useful technical information to State and local personnel who are conducting occupational supply/demand analysis, delivering career information, and participating in the development of a comprehensive OIS system. This includes individuals in planning, administrative and career counseling in vocational education, Comprehensive Employment and Training Act (CETA), vocational rehabilitation, and Job Service programs.

Time Period Coverage

The OIS Handbook describes systems as they are operating in 1980.

Geographic Coverage

Volume I describes Federal programs but contains descriptions of information available at the State-level and lists State agency contacts.

PUBLICATIONS

Occupational Information System Handbook (Continued)

Occupational Coverage

The OIS Handbook describes reporting systems that provide occupational supply and demand data on different classification systems.

Frequency of Publication

This is the first edition. Periodic updates are anticipated.

Availability/Cost

The OIS Handbook will be available in 1980 from the publishing agency.

Publishing Agency Contact

The OIS Handbook was published by the National Occupational Information Coordinating Committee. For information about this document, contact:

Sue Bartlett, Program Manager
Montana SOICC
Room 415, Employment Security Building
Lockey and Roberts
P.O. Box 1728
Helena, MT 59601
(406)449-2741

MONTANA OCCUPATIONAL INFORMATION SOURCES

PUBLICATIONS

Occupational Outlook Handbook

Description

The Occupational Outlook Handbook (OOH) is a major source of career guidance information for approximately 300 occupations and 35 industries. For each occupation, the OOH describes job duties, working conditions, places of employment, requisite training and education, earnings data, related occupations, sources of additional information, and employment outlook. For each industry, the OOH describes the nature and location of the industry and occupations concentrated in that industry.

The OOH contains the following sections:

- Introductory Sections--These form a guide that explains how to use the OOH, where to go for more career information, how employment projections are made, and where tomorrow's jobs will be.
- The Outlook for Occupations--This section provides narrative briefs on 300 occupations, grouped into 13 clusters of related jobs.
- The Outlook for Industries--This part describes 35 industries and presents brief descriptions of key occupations, and contains general statements of industry working conditions and training requirements.
- Dictionary of Occupational Titles (DOT) Index--This section lists DOT codes, titles, and OOH page references in sequence by DOT code.
- Alphabetical Index to Occupations and Industries--This index provides easy access to the OOH by listing occupational and industry titles.
- Reference Lists--These lists explain how to order OOH reprints through Bureau of Labor Statistics (BLS) Regional Offices and how to obtain supplemental BLS materials through various sources.

BLS publishes a number of documents related to the OOH, all of which are available for sale from the U. S. Government Printing Office:

- Occupational Outlook for College Graduates 1980-81 Edition (Bulletin 2076)
- Occupational Projections and Training Data, Revised 1980 (Bulletin 2058)
- A Counselor's Guide to Occupational Information, Revised 1980 (Bulletin 2042)

PUBLICATIONS

Occupational Outlook Handbook (Continued)

- Education and Job Pamphlets, Revised 1980
- Career Pamphlets, Revised 1980
- Occupational Outlook Quarterly

Uses

The OOH is a major career information resource that is useful for vocational and career counseling.

Time Period Coverage

The 1980-81 edition contains earnings data from 1976-1978 and employment data for 1978.

Geographic Coverage

National

Occupational Coverage

The OOH contains descriptions of 300 occupations and 35 industries. It also contains a DOT code index.

Frequency of Publication

The OOH is published every two years. The Occupational Outlook Quarterly is published four times a year.

Availability/Cost

The OOH (Bulletin 2075) Cloth Cover: GPO Stock No. 029-001-02325-1, $11; Paper Cover: GPO Stock #029-00102325-1, $8) and the Occupational Outlook Quarterly ($6 a year) are available from:

U. S. Government Printing Office
Federal Bookstore
Room 117
Federal Building
1961 Stout Street
Denver, CO 80294
(303)837-3964

Publishing Agency

Bureau of Labor Statistics
U.S. Department of Labor

PUBLICATIONS

Vocational Preparation and Occupations Volume I
Occupational and Educational Code Crosswalk

Description

This publication is a technical reference document that brings together the latest information on the interrelationships of occupational and educational classification systems. It covers the classification systems used for Federal and State reporting in vocational education , Comprehensive Employment and Training Act (CETA), vocational rehabilitation, employment service, and apprenticeship programs. The specific classification systems presented in Vocational Preparation and Occupations (VPO) include:

- U.S. Office of Education (USOE)
- Dictionary of Occupational Titles (DOT)
- Standard Occupational Classifications (SOC)
- Occupational Employment Statistics (OES) Program
  - Census-based titles
  - Survey-based titles

Uses

The VPO describes each classification system and lists the codes and titles. The appendix contains a crosswalk of USOE to other classification codes.

The VPO is intended to assist administrators and planners of education and training programs to compare and use information obtained under various classification systems in order to report occupational supply and demand information.

Time Period Coverage

The VPO decribes classification systems in use in 1977, when it was published.

Geographic Coverage

Not applicable

Occupational Coverage

The VPO contains the detailed codes and titles used in the classification systems it covers.

PUBLICATIONS

Vocational Preparation and Occupations Volume I
Occupational and Educational Code Crosswalk (Continued)

Frequency of Publication

The VPO is a first edition document. Future editions may follow changes in the classification structures described.

Availability/Cost

Each State receives a very limited number of copies of the VPO. The publishing agency contact in Montana can supply details on availability of copies.

Publishing Agency Contact

The VPO was published by the National Occupational Information Coordinating Committee. For information about the document contact:

Sue Bartlett, Program Manager
Montana SOICC
Room 415, Employment Security Building
Lockey and Roberts
P.O. Box 1728
Helena, MT 59601
(406)449-2741

MONTANA OCCUPATIONAL INFORMATION SOURCES

PROGRAMS

PROGRAMS

Career Information System

Description

Montana Learning Services is a program located in the office of the Commissioner of Higher Education. One of the major products of Montana Learning Services is the delivery of occupational and educational information using the Career Information System (CIS). CIS is a system developed at the University of Oregon with U.S. Department of Labor funding. The CIS system contains the following information files:

- Occupational Descriptions--This file describes approximately 300 titles. The descriptions include definitions, duties, aptitudes, work setting, licensing requirements, and current employment, wages, and outlook.
- Preparation Statements--This file contains approximately 300 preparation statements describing the skills, preparation possibilities, and licensing requirements for each occupation.
- High School Subjects--This file presents high school subjects in relation to clusters of occupations for which they may prepare students.
- Program of Study and Training--CIS covers approximately 130 programs of study. Each entry contains a description of the program, types of schools offering the program, common courses in the program, related programs, and a detailed listing of every school that offers the program.
- School Information--CIS contains descriptions of post-high school training institutions and colleges. Each entry consists of 65 items describing the type of school, enrollment, admission requirements, costs, and programs.

The CIS program also contains a questionnaire, entitled QUEST, that allows users to identify occupations that relate to their personal preferences and abilities.

The CIS system is a career information resource useful in career and vocational guidance.

Montana Learning Services is preparing to deliver CIS as a developmental product and has entered Montana-based information into the system. Contact the Montana Learning Services office for details on the availability of the CIS system to interested Montana users.

Publications

Not applicable

Career Information System (Continued)

Agency Contact

Hidde Van Duym
Director of Montana Learning Services
Commissioner of Higher Education
Montana University Systems
33 South Last Chance Gulch
Helena, MT 59601
(406)449-3024

PROGRAMS

Guidance Information System

Description

The Guidance Information System (GIS) is a proprietary, computerized, career guidance information base offered to schools and other potential users on a fee-for-service basis. The computerized files delivered by GIS are national in scope and include:

- Occupational Information File--This file contains 850 occupational descriptions and references 2,000 related occupations.
- Armed Services Occupations File--This file describes 100 occupations found in the military and lists related civilian titles.
- Four-year College File--This file describes more than 1,500 colleges and universities nationally.
- Two-year College File--This file describes more than 1,200 two-year colleges and technical institutes nationally.
- Graduate School Information File--This file describes major graduate schools.
- Financial Aids Information File--This file describes national scholarship and financial aid programs.

The following school districts in Montana are currently using the GIS system:

- Helena
- Great Falls
- Billings
- Missoula

Contact the guidance/counseling office in these school districts for more information.

The GIS system is a useful career information resource for career and vocational guidance. Annual updates of the information files and user guides (GIS Guides) are available from the vendor. Also, the GIS system is available for purchase from the vendor.

Publications

Not applicable

Guidance Information System Program (Continued)

Vendor

Time Share Corporation
630 Oakwood Avenue
West Hartford, CT 06110
(203)522-0136

PROGRAMS

Governor's Employment and Training Council

Description

The Governor's Employment and Training Council is an advisory body appointed by the Governor to review the operation of programs conducted by Comprehensive Employment and Training Act (CETA) prime sponsors in the State and the availability, responsiveness, and adequacy of State services provided by all employment-related agencies.

The Council meets its review responsibilities by consulting with the State Advisory Council on Vocational Education and reviewing the plans of other State agencies providing employment, training, and related services. The Council's responsibilities are defined in the Federal CETA regulations.

Publications

Annual Report of the Services Committee to the Governor of Montana (described in another section of this document)

Agency Contact

Gary Curtis, Administrator
Governor's Employment and Training Council
Employment and Training Division
Department of Labor and Industry
35 South Last Chance Gulch
Helena, MT 59601
(406)449-5600

PROGRAMS

Montana State Advisory Council for Vocational Education

Description

The Montana State Advisory Council for Vocational Education was established by an executive letter from the Governor of Montana in 1969. The Council has a membership of 27 and is now appointed by the State Superintendent of Public Instruction, due to State legislative changes. The Council, which is Federally funded, is responsible for:

- Advising the State Superintendent of Public Instruction on the development of the Vocational Education State Program Plan and Accountability Report
- Advising the Superintendent on policy matters arising in the administration of the Vocational Education State Program Plan
- Advising the Superintendent and other State officials on legislation, funding, and other matters affecting vocational education in Montana
- Evaluating the effectiveness and accomplishments of vocational education programs, services, and activities
- Recommending changes in vocational education programs, services, and activities
- Determining the extent to which vocational education, special education, and the State manpower services councils are coordinating efforts to meet vocational education and employment and training needs
- Reporting annually, through the Superintendent's Office, to the U.S. Commissioner of Education and the National Advisory Council for Vocational Education
- Providing technical assistance to local vocational education advisory committees, as may be requested and resources allow, in the establishment and operation of local committees
- Assisting the Superintendent in the development of vocational education evaulation plans and monitoring the State evaluation process
- Commenting at least annually on the reports of the Governor's Employment and Training Council

Publications

The Council publications include an annual report and selected reports on research the Council has sponsored. Several examples are:

PROGRAMS

Montana State Advisory Council for Vocational Education (Continued)

- A Snapshot of Montana's Public Secondary Vocational Education and Postsecondary Vocational-Technical Programs (1980)--This report provides a brief description of the current status of vocational education programs provided by Montana public secondary schools and the five postsecondary vocational-technical centers.

- The Funding Support System for Vocational Education (1976)--This report describes the funding support system for vocational education in Montana and provides recommendations for improvements.

- Montana Advisory Council for Vocational Education Annual Report--This report contains the Council's evaluation of the effectiveness and accomplishments of vocational education programs, services, and activities. It also includes recommendations for changes in these programs, services, and activities. The report is formally transmitted to the State Superintendent of Public Instruction for review and response and to the U.S. Commissioner of Education and the National Advisory Council of Vocational Education.

- Vocational Education Advisory Committee Handbook (1979)--A handbook of advice and ideas for local advisory committees.

The Council is currently conducting follow-up surveys of 1976 graduates from high school and postsecondary vocational education programs. Employers/supervisors of 1976 vocational education graduates are also being surveyed. A report on this project is expected to be completed in December, 1980.

Agency Contact

William Ball, Executive Director
Advisory Council for Vocational Education
217 State Arsenal Building
P.O. Box 4789
Helena, MT 59601
(406)449-2013

MONTANA OCCUPATIONAL INFORMATION SOURCES

PROGRAMS

Montana State Occupational Information Coordinating Committee

Description

The Montana State Occupational Information Coordinating Committee (SOICC) is a cooperative program in the development and use of occupational information between the Montana Department of Labor and Industry, the Department of Social and Rehabilitation Services and the Office of Public Instruction. The Montana SOICC is designed to meet the occupational information needs of State and local personnel.

The need for occupational information has grown dramatically during the last 15 years. Vocational educators, planners of Federally funded education and training programs, persons who help individuals find jobs, guidance counselors, and many others have increasingly sought occupational information to carry out their responsibilities.

Congress responded to the increasing need for occupational information in the Education Amendments of 1976, by establishing the National Occupational Information Coordinating Committee (NOICC) and requiring the creation of a SOICC in each State. The Education Amendments specify that the SOICC is "to implement an occupational information system in the State." The system is to be designed to meet the common occupational information needs of the people who plan and administer vocational education programs and employment and training programs. The most immediate information need of these individuals is for data that relate education and training to current and prospective occupational needs.

The CETA Amendments of 1978 expanded the legislative mandate of the SOICC. This legislation directs the SOICC to "give special attention to the labor market information needs of youth" in order to improve the process of matching youth career desires with current and anticipated labor demand.

The SOICC is not to become a primary data collection agency in order to fulfill these mandates. Rather, the SOICC's role is to coordinate and to extend the data collection efforts of various agencies. In general, the responsibilities of the SOICC are:

- To work toward assuring the availability and systematic use of uniform occupational and employment data, giving special attention to the information needs of youth
- To increase communication and coordination among its member agencies
- To reduce duplication in data collection and delivery
- To meet the data needs of the State's occupational information users

Montana State Occupational Information Coordinating Committee (Continued)

Administratively, the Montana SOICC has a staff of three persons: a Program Manager V, a Program Manager III, and an Administrative Aide. The staff serves the Montana SOICC, which is composed of the following members:

- Fred Barrett, Administrator
  Employment Security Division
  Department of Labor and Industry

- Gary Curtis, Administrator
  Employment and Training Division
  Department of Labor and Industry

- W. R. Donaldson, Administrator
  Rehabilitative Services Division
  Department of Social and Rehabilitation Services

- Georgia Rice, Superintendent
  Office of Public Instruction

The Montana SOICC Technical Steering Committee consists of the following members:

- Joe Angell, Program Manager
  Rehabilitative Services Division

- Scott Buswell, MIS Bureau Chief
  Employment and Training Division

- Larry Johnson, Assistant Director
  Postsecondary Vocational Education
  Office of Public Instruction

- Bob Rafferty, Supervisor,
  Research and Analysis Section
  Employment Security Division

PROGRAMS

Montana State Occupational Information Coordinating Committee (Continued)

Publications

Montana Occupational Information Sources available at no cost

Publications Agency Contact

Sue Bartlett, Program Manager
Montana SOICC
P.O. Box 1728
Helena, MT 59601
(406) 449-2741

MONTANA OCCUPATIONAL INFORMATION SOURCES

PROGRAMS

Montana Vital Information on Education and Work

Description

Montana Vital Information on Education and Work (VIEW) is a career information program that contains descriptions of 350 occupations. The descriptions include the following sections:

- The Job
  - Definition
  - Duties
- Requirement and Qualifications
  - Personal traits, aptitudes and physical abilities
  - You should know that
  - You must be able to
- Preparation and Training
  - High school courses might include
  - Courses after high school
  - Additional facts about training
- Prospects and Opportunities
  - Job opportunities/trends
  - Advancement
- More about the Job
  - Salary information
  - Hours of work
- Local sources of information
- Additional sources of information
- Related Occupations

Publications

The Montana VIEW program produces information on microfilm and printed versions. Funds for the printed version were provided by Montana SOICC. Both versions are available to all junior and senior high schools at no charge. Requests for VIEW materials from non-school agencies will also be considered.

PROGRAMS

Montana Vital Information on Education and Work (Continued)

Agency Contact

Montez Briggs
Montana VIEW Program Consultant
Department of Vocational and Occupational Services
Office of Public Instruction
1300 Eleventh Avenue
Helena, MT 59601
(406)449-3126

PROGRAMS

Old West Regional Commission

Description

The Old West Regional Commission (OWRC), a State/federal partnership, was founded in 1972 to enhance the development of a five-State area composed of Montana, Nebraska, North Dakota, South Dakota, and Wyoming. The OWRC consists of the Governors of the States in the Old West Region and a federal co-chairperson appointed by the President.

The OWRC prepares long-range development plans that serve as a framework for program and project funding. It also provides member States with a cooperative means of addressing common economic issues and provides a mechanism for influencing Federal programs and policies. The OWRC is research-oriented in the projects it has funded, and specific research studies, as exemplified in the publication titles below, have focused on international trade, energy development, tourism, human resources, government services, agriculture, and arts and crafts.

Publications

The OWRC produces a variety of reports and publications in the areas of human resources, natural resources, energy, agriculture and forestry, transportation, and regional economic analysis. Several examples are:

- A Buyer's Guide and Export Directory for the Old West Region--This attractive document describes the products available for export in the five-State Old West Region. It contains a separate product and exporter index. The Guide descriptions are in English, French, German, Spanish, and Japanese.

- Montana Public Investment Planning Process 1979--This report resulted from a technical assistance project of the OWRC and was prepared by the Governor's Office of Commerce and Small Business Development. It describes the economic challenges facing Montana, identifies economic goals and objectives, and presents suggested programs for the State and the region.

- Old West Regional Commission Annual Report--This report summarizes the Commission activities and the economic status of the regions in the following chapters:

  - Commission Membership
  - Agriculture and Natural Resources
  - Energy Resources
  - Human Resources
  - Industrial Development
  - Government Services
  - Financial Statement
  - Index of OWRC Reports and Publications

Old West Regional Commission (Continued)

For a complete list of OWRC publications, contact:

John Loucks, Executive Director
Old West Regional Commission
201 Main Street
Suite D
Rapid City, SD 57701
(605)348-6310

Agency Contacts

Newell Anderson, Coordinator
Old West Regional Commission
Governor's Office of Commerce and Small Business Development
Room 214, State Capitol
Helena, MT 59601
(406)449-3923

Energy Research Information System
Old West Regional Commission
228 Hedden-Empire Building
Billings, MT 59101
(406)657-6665

PROGRAMS

Private Industry Council of Montana, Inc.

Description

Private Industry Councils (PIC) in Montana and other States were created by Congress as part of the 1978 reauthorization of the Comprehensive Employment and Training Act (CETA). Section VII of CETA, entitled the Private Sector Initiative Program (PSIP), created PICs to involve private business and industry in the planning and operation of public employment and training programs. PICs are specifically intended to serve as the business and industry contact points in the local employment and training system, presenting the private sector's views and recommendations for making programs more responsive to local employment needs.

Nationally, PICs may perform any of the following activities:

- Develop private industry employment surveys
- Analyze private sector job opportunities, including estimates by occupation, industry, and location
- Develop training programs, such as apprenticeship and on-the-job training
- Provide on-the-job training contracts that reimburse wages up to 50 percent
- Develop apprenticeship or comparable high-skill training programs for workers in occupations where such apprenticeship programs do not exist
- Increase upgrading from entry-level jobs by providing counseling and other services to employees and employers beyond initial training
- Coordinate programs enabling individuals to work for a private employer while enrolled in an education or training program
- Develop internship programs to provide practical training for youth and others to work in small businesses and acquire management experience and first-hand knowledge of small business
- Conduct innovative cooperative education programs designed to coordinate education with work in the private sector for youth in secondary and postsecondary schools
- Arrange for handling of paperwork and similar details for employment and training projects to reduce the administrative burden for employers

Publications

Not applicable

Private Industry Council of Montana, Inc. (Continued)

Agency Contact

Carol Daly, Executive Director
Private Industry Council of Montana, Inc.
1 North Last Chance Gulch
P.O. Box 1237
Helena, MT 59601
(406)443-7343

MONTANA OCCUPATIONAL INFORMATION SOURCES

REPORTING SYSTEMS

REPORTING SYSTEMS

Apprenticeships

Description

The Apprenticeship Program is a formal local, State, and Federal system for on-the-job training supplemented with related technical instruction in crafts requiring one to four years of skill training. Apprenticeship programs registered with the Apprenticeship Bureau operate with written standards agreed to by employers, journeymen, and apprentices. The Montana Apprenticeship Bureau's administrative responsibilities for registered programs include the formal establishment, monitoring, and termination of apprenticeship programs and the collection and submission of routine reports on the number of apprentices enrolled, entering, leaving, and completing apprenticeship programs.

Currently, the Apprenticeship Bureau prepares administrative reports manually. It also provides feeder reports (ETA Form 5126) of apprenticeship transactions to the U.S. Department of Labor, Employment and Training Administration, for the State and National Apprenticeship System (SNAPS).

The Apprenticeship Bureau is currently keypunching all apprenticeship transactions into automated files for future use in the Apprenticeship Management Information System (MIS) that the Montana Department of Labor and Industry is currently developing. The Apprenticeship MIS will ultimately replace the manual reporting procedures and provide routine feeder information to SNAPS.

A sample Apprenticeship Report follows this Apprenticeship Reporting System description.

Uses

The reports required for the administration of apprenticeship programs provide accurate information on the location, number, occupation, and length of training for all registered apprentices and apprenticeship programs in Montana. This information can be used by counselors for career guidance and by education planners considering the development of vocational training in similar occupations.

Time Period Coverage

The Bureau prepares monthly and fiscal year summary reports.

Geographic Coverage

County and State-wide

Apprenticeships (Continued)

Occupational Coverage

The Apprenticeship Programs use nine-digit codes from the Dictionary of Occupational Titles (DOT), Fourth Edition to define apprenticeship occupations. Routine monthly reports generated by the Apprenticeship Bureau list the title of the occupation but not the nine-digit code. Although the Bureau reports the full nine-digit DOT code to SNAPS in the feeder reports, the SNAPS summary reports do not always reflect these codes, since the SNAPS reports aggregate and select occupations that are of major concern at the national level.

Frequency of Reports

Monthly

Report Availability/Cost

Available from publishing agency at no cost

Agency Contact

Carol Busch, Chief
Montana Apprenticeship Bureau
Division of Labor Standards
Department of Labor and Industry
35 South Last Chance Gulch
Helena, MT 59601
(406)449-5600

APPRENTICESHIP REPORT FOR THE 1ST QUARTER ENDING SEPTEMBER 1980

TRADE	ACTIVE	NEW	CANCELLED	COMPLETED	TOTAL
AUTO BODY FENDERMAN	39	0	3	0	36
AUTOMOTIVE ELECTRICIAN	1	0	0	0	1
AUTOMOTIVE MECHANIC	94	0	3	0	91
AUTOMOTIVE MECHANIC H.D.	24	3	3	1	23
BAKER	26	7	8	1	24
BOILERMAKER	16	2	0	0	18
BOOKBINDER	4	1	0	0	5
BRICKLAYER	36	0	1	0	35
BUSINESS MACHINE MECHANIC	11	4	4	1	10
BUTCHER	0	0	0	0	0
CABINETMAKER	14	2	1	3	12
CASH REGISTER TECHNICIAN	1	0	0	0	1
CARPENTER	245	22	10	1	256
COOK	1	0	0	0	1
DENTAL INSTRUMENT MAKER	3	0	0	0	3
DIESEL MECHANIC	45	0	3	4	38
DRYWALL FINISHER	5	0	0	0	5
ELECTRIC APPLIANCE MECHANIC	6	1	0	0	7
ELECTRIC MOTOR REPAIRER	1	0	0	0	1
ELECTRICIAN	127	0	5	2	120
ELECTRICIAN LINEMAN	94	3	0	0	97
ELECTRONICS EQUIPMENT MECH.	1	0	0	0	1
FARM EQUIPMENT MECHANIC	19	2	0	1	20

REPORTING SYSTEMS

Comprehensive Employment and Training Act Management Information System

Description

The Comprehensive Employment and Training Act (CETA), passed in 1973 and reauthorized in 1978, mandates a program to provide training, employment, counseling, and other services for economically disadvantaged, unemployed, and underemployed persons. The Employment and Training Administration (ETA) of the Department of Labor administers the CETA program and funds States or units of local government called prime sponsors. These prime sponsors operate CETA programs at the local level. Montana has several prime sponsors, including Balance-of-State (BOS) Montana, which is covered in this system and seven Indian tribes which are independent.

Federal regulations require CETA prime sponsors to maintain financial management systems that meet specific financial management standards and audit requirements. In addition, each prime sponsor must establish and maintain a client tracking system to maintain records on applicants, participants, and terminees that enables ETA to audit and monitor the prime sponsor's programs, particularly with respect to the eligibility of participants and the propriety of participant selection procedures and practices. Further, the prime sponsor must submit seven periodic reports, listed under Frequency of Reports.

The U.S. Department of Labor, Employment and Training Administration, ET Handbook No. 311, entitled CETA Forms Preparation Handbook, describes the reports and forms, including annual and master plans, that the CETA prime sponsors must prepare and submit.

To efficiently meet these reporting requirements many CETA prime sponsors, such as the Employment and Training Division, have implemented automated management information systems (MISs) to assist in data collection, processing and reporting. Due to the requirement for client tracking the CETA MIS focuses on maintaining data by individual CETA client using the client's Social Security number as the unique record identifier.

The Employment and Training Division has entered into a cooperative project with the Employment Security Division to determine the employment status of CETA participants. An automated procedure called "Super File" will compare the Social Security numbers of former CETA participants with the Social Security numbers on Unemployment Insurance Wage Reports. The comparison will result in an indication of the employment status of CETA participants, improvement in earnings after completing CETA training, and the industries in which the participants are employed. This project is part of the prime sponsor's responsibility to conduct follow-up studies on CETA participants.

Uses

The CETA MIS provides statistical reports on the characteristics, number, location, program participation, and potentially, the occupational training of CETA participants.

Comprehensive Employment and Training Act Management Information System (Continued)

"Super File" is intended to help the Montana prime sponsor determine the effectiveness of CETA training programs through a low-cost process of comparing current administrative records found in the Employment and Training Division and the Employment Security Division.

Time Period Coverage

The time period coverage varies by report, and is either fiscal year, quarterly, or monthly.

Geographic Coverage

State-wide and county

Occupational Coverage

The nine-digit Dictionary of Occupational Title and code is used to identify skill training, on-the-job training, and Public Service employment. Currently, no specific CETA MIS report generates a summary of program participation and completions by occupation.

Frequency of Report

Reports required for submission to the U.S. Department of Labor are submitted as follows:

- Program Status Summary (cumulative quarter basis)
- Financial Status Report (quarterly)
- Quarterly Summary of Participant Characteristics
- Annual CETA Program Activity Summary
- Annual Report of Detailed Characteristics
- Annual Report of Training Enrollments and Completions
- Federal Cash Transactions Report (monthly)

Monthly reports are generated for internal management of the CETA program in Montana.

Report Availability/Cost

Available from the agency contact at no cost

Comprehensive Employment and Training Act Management Information System (Continued)

Publishing Agency Contact

Scott Buswell, Chief
Management Information System Bureau
Employment and Training Division
Department of Labor and Industry
35 South Last Chance Gulch
Helena, MT 59601
(406)449-5600

REPORTING SYSTEMS

Employment Security Automated Reporting Systems

Description

The Employment Security Automated Reporting System (ESARS) is an extensive set of procedures, definitions, and reports established by the U.S. Department of Labor in the Employment and Training Administration Handbook, Number 309 for implementation by every State Job Service office. The Federal/State Employment Service provides employment services to employers and job seekers at no cost.

The State and local Job Service offices maintain listings of current job openings and qualified job applicants. Individuals seeking employment register by completing the Applicant Card, Form 511, which collects a variety of information on the individual, including demographic data, employment history, and job skills. Employers seeking qualified workers for a job opening complete a Job Order, Form ES 514, with information describing the job, the required skills, the beginning wage, the hours, and the location. ESARS defines the information collected on these and related forms and specifies processing procedures. ESARS generates monthly summary reports that describe the services provided to both employers and job seekers. The reports provide monthly and year-to-date figures by services provided, by geographic area, by occupation, by veteran's status, and by a variety of demographic categories. A list of report tables routinely available from ESARS follows this ESARS description.

The Job Service administers the Work Incentive (WIN) Program, a joint labor/welfare effort that attempts to move persons from welfare to full employment. ESARS provides specific information on the location, services, and demographics of WIN participants.

Uses

Job Service serves a sufficient percentage of job seekers and employers to be used as a reliable representative sample, making the data found in ESARS the most readily available source of this type of information in the State. The demographic, geographic, placement, and occupation trends found in ESARS may serve as an indicator of the dynamics of all applicants and job openings in the Montana labor market.

Time Period Coverage

Fiscal year-to-date reports are prepared monthly.

Geographic Coverage

State-wide and local Job Service Offices

Employment Security Automated Reporting Systems (Continued)

Occupational Coverage

ESARS Table 96, which presents both job openings and job applicants by Dictionary of Occupational Titles (DOT) code, offers the greatest occupational detail of any of the ESARS reports. Data are aggregated in Table 96 by both three-digit and nine-digit codes.

Frequency of Reports

ESARS reports are published monthly.

Report Availability/Cost

ESARS reports are not routinely distributed to the public but may be available from the Employment Security Division upon request. A list of ESARS reports appears on the next page.

Agency Contact

Herbert Waltermire, Deputy Administrator
Employment Services Bureau
Employment Security Division
Department of Labor and Industry
Room 201, Employment Security Building
Lockey and Roberts
P.O. Box 1728
Helena, MT 59601
(406)449-3667

REPORTING SYSTEMS

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REPORTING SYSTEMS

Higher Education General Information Survey

Description

The Higher Education General Information Survey (HEGIS) was established during the 1966-67 academic year to provide comprehensive institution-based information on the status of higher education in the United States. HEGIS is a nationwide system for collecting, editing, analyzing, and disseminating data on the nation's public and private colleges and universitites, including community and other two-year colleges. HEGIS consists of a package of surveys, some conducted annually and others completed on a two-, three-, or five-year cycle.

The annual surveys obtain basic information from institutions, such as:

- Number of students enrolled
- Number of degrees conferred (by discipline specialty and level of degree)
- Number of faculty and other staff members
- Financial data on income, expenditures, etc.

Surveys are conducted less frequently covering libraries, physical facilities, and residence and migration of students.

The Montana University System cooperates with NCES in coordinating HEGIS surveys in Montana.

Uses

The HEGIS survey and resulting reports provide a complete list of program offerings by institution, which is useful to persons seeking a degree in higher education and to education planners making decisions on new or expanded programs. Since many higher education degree programs may lead to a specific occupation or profession, degrees conferred in these specialities are a measure of occupational supply.

Time Period Coverage

Academic year

Geographic Coverage

HEGIS surveys individual institutions with the State.

Higher Education General Information Survey (Continued)

Occupational Coverage

Institutions report data on degrees conferred by four-digit HEGIS instructional taxonomy codes and enrollment data by two-digit major instructional codes. The HEGIS instructional taxonomy describes academic disciplines, not specific occupations. While certain programs lead to a professional degree for which the occupational definition is very precise (such as nursing, medical or law programs), other academic programs such as English do not directly relate to specific occupations.

Frequency of Reports

NCES publishes the data summaries listed below approximately one year after the survey field work has been completed:

. Enrollments

- Fall Enrollment in Higher Education (year)

. Degress Conferred

- Earned Degrees Conferred, (year), Early Release
- Earned Degrees Conferred, (year), Summary Data
- Earned Degrees Conferred, Institutional Data (in microfiche)
- Associated Degrees and Other Formal Awards Below the Baccalaureate, (year), Summary Data
- Associate Degrees and Other Formal Awards Below the Baccalaureate, (year), Institutional Data (in microfiche)
- Earned Degrees Conferred, from Institutions of Higher Education, by Race, Ethnicity, and Sex, Academic Year (year)

Report Availability/Cost

The most current national publications on these subjects may be obtained from:

. National Center for Education Statistics
Statistical Information Branch
(Presidential Building, Room 205)
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Higher Education General Information Survey (Continued)

Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

Current Montana HEGIS reports are available from the agency contact.

Agency Contact

Paul C. Dunham, Director of Planning and Research
Office of the Commissioner of Higher Education
Montana University System
33 South Last Chance Gulch
Helena, MT 59601
(406)449-3024

REPORTING SYSTEMS

Labor Market Information

Description

The Labor Market Information (LMI) program is intended to provide accurate information on the Montana labor market. The LMI program is funded and managed by the U.S. Department of Labor, Employment and Training Administration, and is implemented in Montana by the Research and Analysis Section of the Employment Security Division. The focus of the LMI program, as described in ET Handbook 336, is on developing expanded and coordinated contacts with users of LMI products, increasing the dissemination of LMI materials, improving internal management, and increasing the use of computers to improve the efficiency and productivity of the LMI staff. The LMI program consists of four components: the Statistical Data series, LMI publications, Technical Services, and Research and Special Projects.

The Statistical Data Series consists of all of the cooperative Federal-State statistical programs, including:

- Current Employment Statistics (CES) Program, which collects current industry employment data through an employer survey using Form BLS-790
- Labor Turnover Statistics (LTS) Program, which collects current labor turnover data by industry through an employer survey using Form DL-1219
- Local Area Unemployment Statistics (LAUS) Program, which uses a 70-step methodology to develop unemployment estimates
- Occupational Employment Statistics (OES) (See the OES Program description elsewhere in this document).
- State and Area Projections Program (Included in the OES Program description elsewhere in this document).
- Covered Employment, Wages, and Contributions (ES-202) Program, which is a statistical summary of payroll tax and other reports submitted by employers subject to State unemployment insurance coverage

The LMI publications, formerly known as LMI core products, are a set of analytical publications produced by the Employment Security Division. LMI publications scheduled for publication in fiscal year 1981 include:

- A Directory of Labor Market Information (described elsewhere in this document)
- Monthly LMI Newsletters
- Annual Planning Information (API)

REPORTING SYSTEMS

Labor Market Information (Continued)

- Affirmative Action Information
- Short-term Supply/Demand Analysis
- OES Survey Data (See OES Program described elsewhere in this document)
- Wage Information (See Selected Wage Information 1980, described elsewhere in this document)
- Job Search Information (JSI)
- A Special Worker Group publication on Youth, Women, Veterans, or Selected Minority or other Special Worker Groups (See Youth in Montana Labor Force, described elsewhere in this document.)

Uses

The LMI Program, with its Statistical Data Series, numerous publications, technical assistance, and research capabilities, is the primary source of labor market information in Montana. The LMI program can provide planners with extensive information on current and projected employment, unemployment rates, labor turnover by industry, current industry employment, wage rates, occupational supply/demand data, job search information, and current economic indicators.

Time Period Coverage

The time periods covered by the various LMI programs and publications are too extensive to summarize here. The agency contact can supply details on the time period coverage of specific programs and reports.

Geographic Coverage

Geographic coverage varies by LMI materials and may be State-wide, national, by labor market area, and/or by county.

Occupational Coverage

The occupational detail and classification system will vary by individual LMI program. The LMI program may use the Census, OES Survey, or Dictionary of Occupational Titles occupational codes. The agency contact can provide technical assistance in using these classification structures.

Frequency of Reports

The LMI program is too extensive to summarize the frequency of reporting in this document. The agency contact can supply details on the reporting frequency of specific programs and publications.

REPORTING SYSTEMS

Labor Market Information (Continued)

Report Availability/Cost

With the exception of ES-202 program information, reports and publications are generally available from the agency contact at no cost.

Agency Contact

Bob Rafferty, Supervisor
Research and Analysis Section
Employment Security Division
Department of Labor and Industry
Room 414, Employment Security Building
Lockey and Roberts
P.O. Box 1728
Helena, MT 59601
(406)449-2430

REPORTING SYSTEMS

Occupational Employment Statistics (OES) Program

Description

The Occupational Employment Statistics (OES) Program is a cooperative effort between the Bureau of Labor Statistics, the Employment and Training Administration of the U.S. Department of Labor, and the Montana Employment Security Division. It is designed to collect, analyze, and disseminate data on occupational employment by industry for national, State, and sub-State areas.

The Bureau of Labor Statistics is responsible for the technical development of the program and technical assistance to the States. The Montana Employment Security Division collects, analyzes, and disseminates the data. The Employment and Training Administration administers the program. The three basic elements of the OES program are:

- Occupational employment surveys
- Industry-occupation matrices
- State and area employment projections

The Montana Employment Security Division is conducting OES Surveys. Funds for the surveys are provided through a contract with the Office of Public Instruction and the Employment and Training Division, Department of Labor and Industry. An OES industry-occupation matrix for Montana will be developed from the survey data. When the matrix is completed, State and area employment projections for Montana will be based on OES data. Until then, Montana's industry-occupation projections will be based on Census data (see page 25).

OES surveys of the nonfarm wage and salary sectors of the economy are conducted on a three-year cycle as follows:

- First year--manufacturing industries and hospitals
- Second year--nonmanufacturing industries except transportation; communications; electric, gas and sanitary services; and wholesale and retail trade
- Third year--transportation; communications; electric, gas and sanitary services; wholesale and retail trade; and State and local governments

Survey forms are sent to all firms covered by unemployment insurance that employ 100 or more persons. Firms having fewer than 100 employees are surveyed on a sample basis.

REPORTING SYSTEMS

Occupational Employment Statistics (OES) Program (Continued)

The result of the OES Survey Program in Montana is a series of industry-specific publications that describe the occupational employment and labor market characteristics.

Uses

The OES surveys provide detailed occupational employment data by industry. This information may be useful to program planners and career counseling personnel.

Time Period Coverage

The OES surveys contain occupational employment data by industry for the years surveyed (the three-year cycle is described above).

Geographic Coverage

State-wide

Occupational Coverage

The OES Survey uses occupational titles and codes derived from the Dictionary of Occupational Titles. The OES Survey matrix covers approximately 1500 occupations; however, not all of those occupations are found in Montana industries.

Frequency of Reports

The results of the OES Surveys are published by industry following the three-year Survey cycle described above.

Report Availability/Cost

The following publications are available from the publishing agency at no cost:

- Montana's Construction Industry
- The Mining Industry
- Montana's Transportation, Communications, and Utilities Industry
- The Finance, Insurance and Real Estate Industries in Montana
- Industry Staffing Patterns from Mining and Construction Industry

REPORTING SYSTEMS

Occupational Employment Statistics (OES) Program (Continued)

Agency Contact

Bob Rafferty, Supervisor
Research and Analysis Section
Employment Security Division
Department of Labor and Industry
Room 414, Employment Security Building
Lockey and Roberts
P.O. Box 1728
Helena, MT 59601
(406)449-2430

REPORTING SYSTEMS

Vocational Education Data System

Description

The Vocational Education Data System (VEDS) is a national data collection system that requires the State agency responsible for vocational education (in Montana, the Office of Public Instruction) to collect data from Local Education Agencies (LEAs) and Postsecondary Institutions (PSIs) covered by the State's annual plan for vocational education. These data are aggregated at the State level and submitted on standardized forms to the National Center for Education Statistics (NCES). The forms required for submission are described in detail in the VEDS Handbook. The pertinent forms are:

NCES 2404	Program Enrollment and Completion Report (Secondary Institutions)
NCES 2404A	Program Enrollment and Completion Report (Postsecondary Institutions
NCES 2404-1	Teacher-Staff Report (Secondary Institutions)
NCES 2404A-1	Teacher-Staff Report (Postsecondary Institutions)
NCES 2404-2	Financial Status Report
NCES 2404-7	Completer/Leaver Follow-up Report (Secondary Institutions)
NCES 2404A-7	Completer/Leaver Follow-up Report (Postsecondary Institutions)
NCES 2404-8	Employer Follow-up Report

Each State is required to establish its own method of collecting the data needed for the VEDS reports. Problems arise in satisfying VEDS requirements in States like Montana where the current reporting systems report enrollments by classes rather than by students. VEDS requires a student to be counted in only one vocational program. In class-based systems, students enrolled in more than one vocational education class may be counted more than once.

The present automated procedures used at the secondary level provide vocational education program enrollments by sex and grade level. The system also provides data on the number of persons completing the program and available for work. A sample report appears after this reporting system description.

To meet the VEDS requirements, particularly at the postsecondary level, the Office of Public Instruction has initiated a project to develop an automated system for collecting individual student enrollment data. A copy of the Student Information data collection form follows this reporting system description.

REPORTING SYSTEMS

Vocational Education Data System (Continued)

Uses

The VEDS Handbook points out that Congress intended the VEDS system to play an integral role in the standardization of vocational education reporting at the local, State, and national levels. Further, the VEDS data are to be used by State Occupational Information Coordinating Committees as part of an Occupational Information System.

Time Period Coverage

NCES Reports 2404, 2404A, 2404-1, 2404A-1, 2404-2 cover the most recently completed school year. NCES Reports 2404-7, 2404A-7, and 2404-8 cover the previous school year.

Geographic Coverage

VEDS data are State-wide. The Montana data collection system may provide school or school district data.

Occupational Coverage

VEDS collects data on 119 vocational education programs. The general categories are:

01.0000 Agriculture/Agribusiness
04.0000 Distributive Education
07.0000 Health Occupations
09.0000 Home Economics
14.0000 Office Occupations
16.0000 Technical Education
17.0000 Trade and Industrial Occupations

Frequency of Reports

All VEDS reports are to be submitted to NCES by December 1st each year.

Report Availability/Cost

VEDS reports are not currently produced in Montana.

Agency Contact

Larry Johnson, Postsecondary Education Director
Betty Lou Hoffman, Secondary Education Director
Department of Vocational and Occupational Services
Office of Public Instruction
1300 Eleventh Avenue
Helena, MT 59601
(406)449-2087

STATE TOTALS

CLASSES MEETING 18 WEEKS PER YEAR

6 DIGIT OE CODE	NO OF CLASSES	NUMBER OF STUDENTS BY GRADE LEVEL AND SEX GRADE 9 MALE	GRADE 9 FEMALE	GRADE 10 MALE	GRADE 10 FEMALE	GRADE 11 MALE	GRADE 11 FEMALE	GRADE 12 MALE	GRADE 12 FEMALE	COMPLE-TIONS	AVAIL-ABLE	TOTALS MALE	TOTALS FEMALE	MALE FEMALE COMBINED
01.0100	49	54	5	206	16	257		142	14	672	121	659	35	694
01.0200	2			28	8	40						68	8	76
01.0300	13	54	10	61	30	78		72	5	297	77	265	45	310
04.0800	12			18	15	320		264	302	393	117	602	317	919
07.0303	1				6	3			3	12	3	3	9	12
07.9900	1		3	1	11	3			1	19	1	4	15	19
09.0101	282	206	896	461	1477	2522		963	1870	5936	2210	4152	4243	8395
09.0102	1				3	9			6	18	6	9	9	18
09.0201	1				5	7			3	15	3	7	8	15
09.0202	2				5	9			11	25	11	9	16	25
09.0203	5			3	18	62		31	18	130	49	96	36	132
09.0299	1					32		16	33	73	25	48	33	81
14.0303	2					9		4	9	21	8	13	9	22
14.0702	3					19		14	22	50	20	33	22	55
14.0704	1								3	1	1		3	3
17.0302	15			29		316		107	5	447	112	452	5	457
17.1001	7			55	4	92		57	9	214	41	205	13	218
17.1002	2			37		40		7		84	1	84		84
17.1300	18	38	8	59	6	239		46	8	403	36	382	22	404
17.1500	2	3		13		15		22		53	22	53		53
17.1900	4			17	11	89		43	23	161	66	149	34	183
17.2300	5			31		72		83	2	186	87	186	2	188
17.2306	8			45		121		75		229	59	241		241
17.2700	2			23	1	20		16	5	56	21	59	6	65
17.3100	9	1		55		140		49	1	256	55	255	1	256
TOTALS	448	356	922	1153	1616	4514		2011	2353	9751	3152	8034	4891	12925

STUDENT INFORMATION

WHITE - ADMISSIONS, YELLOW - STATE OFFICE, PINK - COMPUTER

PLEASE PRINT CLEARLY

TECHNICAL CENTER ID: BILLINGS ☐ BUTTE ☐ GREAT FALLS ☐ HELENA ☐ MISSOULA ☐

VoTech

NAME _____ DATE _____ 197__
Last Name First Middle Initial Month Day Year

_____ _____
Other Last Name By Which Applicant May Have Been Known Student I.D. No.

LOCAL ADDRESS _____ _____
Local Phone No.

PERMANMENT HOME ADDRESS _____ _____
Street Address City County State Zip Permanent Home Phone No.

DATE OF BIRTH ____/____/____ SEX M ☐ F ☐ MARITAL STATUS Married ☐ Single ☐ ___/___/____ SOCIAL SECURITY NO

CURRENTLY EMPLOYED: Full Time ☐ Part Time ☐ Not Employed ☐

CIRCLE HIGHEST GRADE COMPLETED ☐☐☐☐☐☐☐☐☐☐☐☐
1 2 3 4 5 6 7 8 9 10 11 12

GED RECIPIENT ☐ 1-3 YEARS OF COLLEGE ☐ COLLEGE GRADUATE ☐

HIGH SCHOOL GRADUATE Yes ☐ No ☐

MONTANA RESIDENT ☐ YES ☐ NO

PLEASE CHECK ONLY ONE OF THE ABOVE EDUCATIONAL LEVEL BOXES

HIGH SCHOOL ATTENDED _____ YEAR GRADUATED _____

PLEASE CHECK APPROPRIATE BOX(ES)

HANDICAPPED
- ☐ Mentally Retarded
- ☐ Hard of Hearing
- ☐ Deaf
- ☐ Speech Impairment
- ☐ Visually Handicapped
- ☐ Seriously Emotional Disturbed
- ☐ Orthopedically Impaired
- ☐ Other Health Impaired
- ☐ Specific Learning Disability

RACE
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Black (Not of Hispanic Origin))
- ☐ Hispanic
- ☐ White

AGENCY ASSISTANCE
- ☐ Rehabilitation Services
- ☐ W.I.N.
- ☐ B.I.A.
- ☐ Visual Services
- ☐ CETA
- ☐ Social Security
- ☐ Veteran
- ☐ Veterans (Handicap)
- ☐ Veteran (G.I. Bill)
- ☐ After Care
- ☐ Scholarships
- ☐ Other, specify _____

Other Financial Aid, Specify _____

DISADVANTAGED
ECONOMIC
- ☐ Income At Or Below National Poverty Level
- ☐ Seeking But Cannot Find Employment
- ☐ Receiving Public Assistance
- ☐ Institutionalized or Under State Guardianship

ACADEMIC
- ☐ Reading/Writing Skills
- ☐ Mathematic Skills
- ☐ Performs Below Grade 12

Program OF Study _____ O.E. Code _ _ _ _ _ _ _

— NOTICE TO STUDENTS —

MUCH OF THE INFORMATION REQUESTED ABOVE IS GATHERED PRIMARILY FOR LOCAL, STATE AND FEDERAL STATISTICAL REPORTS, AND ALSO TO INSURE THAT MONTANA'S VOCATIONAL TECHNICAL CENTERS ARE IN COMPLIANCE WITH ALL APPLICABLE STATE AND FEDERAL CIVIL RIGHTS LAWS
MONTANA'S VOCATIONAL TECHNICAL CENTERS ARE COMMITED TO PROVIDE ALL PERSONS AN EQUAL OPPORTUNITY FOR EDUCATION, EMPLOYMENT AND PARTICIPATION IN CENTER ACTIVITIES WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, AGE OR HANDICAP

Distributed by:
Georgia Rice, Superintendent
Office of Public Instruction
Helena, MT 59601

STUDENT INFORMATION

REPORTING SYSTEMS

Vocational Rehabilitation Management Information System

Description

Vocational Rehabilitation is a Federal/State program administered by the Rehabilitation Services Agency (RSA), U.S. Department of Education and operated at the State level.

The intent of the Vocational Rehabilitation program is to rehabilitate handicapped persons to vocations through a variety of services and training. The Vocational Rehabilitation program uses a client-based reporting system to track the client through the rehabilitation process from referral to case closure. The process is largely based on the use and updating of Client Case Reports, SRS-RSA-500, a basic data collection form. This form is initially prepared when an individual is referred to the Division of Vocational Rehabilitation and updated every time the client's status changes. The data collected on the form serves first to establish the basic client record, which includes demographic data, nature of the disability, and services required. The collection of reports when a client's status changes serves to monitor the progress of the individual client and to provide statistical summary data for general program administration. The Montana Rehabilitative Services Division submits client case information to the national RSA office annually. Many States, including Montana, have implemented a State-level Vocational Rehabilitation Management Information System (MIS) to handle the data gathering functions for internal administration, program management, and reporting.

Before the Montana Vocational Rehabilitation MIS was implemented, Montana submitted Client Case Reports periodically to the national RSA Office for processing, and the national RSA Office provided Montana with summary reports of services and client characteristics.

The Montana Rehabilitative Services Division intends to record the nine-digit Fourth Edition Dictionary of Occupational Titles (DOT) code related to each client's training. At present the DOT code is not being recorded nor have occupational summary statistical reports been programmed for the Montana Vocational Rehabilitation MIS. Current Systems development and staff training in the use of the Fourth Edition DOT will ultimately provide this occupational information.

Uses

Occupational summary statistical data that could be obtained from the Client Case Report process are useful in two ways. This information may enable a better understanding of the relationship between disability, vocational rehabilitation services, and occupational employment, which is important to the handling of vocational rehabilitation cases and planning of future programs. Second, rehabilitated persons are a component of occupational supply that should be included in the total occupational supply/demand outlook for the State.

Vocational Rehabilitation Management Information System (Continued)

Time Period Coverage

The annual report reflects fiscal year data. Monthly, quarterly, and annual summaries for internal use are anticipated.

Geographic Coverage

State-wide and county

Occupational Coverage

The Federal SRS-RSA-300 Form uses four-digit codes from the Third Edition DOT. No existing Vocational Rehabilitation summary statistical report provides occupational data in Montana.

Frequency of Reports

The Vocational Rehabilitation MIS prepares an annual compliance report for submission to the national RSA office. Montana plans to produce monthly, quarterly, and annual reports for internal use.

Report Availability/Cost

Not currently available

Agency Contact

W. R. Donaldson, Administrator
Rehabilitative Services Division
Department of Social and Rehabilitation Services
Room 202, SRS Building
111 Sanders
Helena, MT 59601
(406)449-2590

MONTANA OCCUPATIONAL INFORMATION SOURCES

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MONTANA OCCUPATIONAL INFORMATION SOURCES

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MONTANA OCCUPATIONAL INFORMATION SOURCES

PUBLICATIONS **PROGRAMS** **REPORTING SYSTEMS**

APPENDICES

CETA Prime Sponsors

Organization/Agency	Area Served
Employment and Training Division Montana Department of Labor and Industry 35 South Last Chance Gulch Helena, Montana 59601 449-5600	Serves the State of Montana, excluding Indian reservations
Blackfeet Tribal Business Council Browning, Montana 59417 338-7511	Serves the Blackfeet Reservation
Crow Tribal Council Post Office Box 371 Crow Agency, Montana 59022 638-2601	Serves the Crow Agency
Fort Belknap Community Council Harlem, Montana 59526 353-2205	Serves the Fort Belknap Agency
Assiniboine and Sioux Tribes of the Fort Pack Reservation Post Office Box 37 Poplar, Montana 59255 768-3759	Serves the Fort Peck Reservation
Confederated Salish and Kootenai Tribes Post Office Box 278 Pablo, Montana 59855 676-3755	Serves the Flathead Reservation
Chippewa-Cree Tribal Business Committee Rocky Boy Route Box Elder, Montana 59521 395-4478	Serves the Rocky Boy's Reservation

Organization/Agency	Area Served
Northern Cheyenne Tribal Council Post Office Box 128 Lame Deer, Montana 59043 477-6211	Serves the Northern Cheyenee Reservation
Montana United Indian Association Employment and Training Department Post Office Box 5988 846 Front Street Helena, Montana 59601 443-5350	Serves urban Indians via nine satellite organizations throughout Montana

Human Resource Development Councils

Local Office	Counties Served
District VII Human Resource Development Council 2518 First Avenue North Billings, Montana 59101 248-7477	Big Horn, Carbon, Stillwater Sweet Grass, and Yellowstone
District IX Human Resource Development Council 234 East Main Bozeman, Montana 59715 586-4486	Gallatin, Meagher, and Park
Butte/Silver Bow Anti-Poverty Council 1100 Delaware Post Office Box 3486 Butte, Montana 59701 792-7200	Beaverhead, Deer Lodge, Granite, Madison, Powell, and Silver Bow
Action for Eastern Montana 306 North Knedrick Glendive, Montana 59330 365-3364	Carter, Custer, Dawson, Fallon, Garfield, McCone, Powder River, Prairie, Richland, Rosebud, Treasure, and Wibaux
Opportunities, Inc. 607 11th Street North Post Office Box 2532 Great Falls, Montana 59401 761-0310	Cascade, Chouteau, Glacier, Pondera, Teton, and Toole
District IV Human Resource Development Council Federal Building Post Office Box 1509 Havre, Montana 59501 265-6744	Blaine, Hill, and Liberty

Local Office	Counties Served
Rocky Mountain Development Council Neighborhood Center - Last Chance Mall Post Office Box 721 Helena, Montana 59601 442-1552	Broadwater, Jefferson, and Lewis and Clark
Northwest Montana Resource Council #8 First Street East Post Office Box 1058 Kalispell, Montana 59901 755-1567	Flathead, Lake, Lincoln, and Sanders
District XI Human Resource Development Council 207 East Main Missoula, Montana 59801 728-3710	Mineral, Missoula, and Ravalli
Assiniboine and Sioux Tribes of the Fort Peck Reservation Post Office 37 Poplar, Montana 59255 768-3881	Daniels, Phillips, Roosevelt, Sheridan, and Valley
District VI Human Resource Development Council Post Office Box 282 Roundup, Montana 59072 323-2539	Fergus, Golden Valley, Judith Basin, Musselshell, Petroleum, and Wheatland

Job Service Offices

Local Office	Counties Served
Anaconda Job Service 307 East Park Anaconda, Montana 59711 563-3444	North 2/3rds of Deer Lodge, south 1/3rd of Powell, and south 2/3rds of Granite
Billings East Job Service 624 North 24th Street Billings, Montana 59101 248-7371	Yellowstone, Big Horn, Treasure, Golden Valley, Stillwater, Musselshell, and Carbon
Billings East Branch Office 302 North 24th Street Billings, Montana 59101 248-9300	Serves same as above for "casual labor" work or "spot jobs" only
Billings West Job Service 445 South 24th Street West Billings, Motana 59102 652-2920	Serves West Billings and Laurel
Bozeman Job Service 220 West Lamme Bozeman, Montana 59715 586-5455	Gallatin and east 1/2 of Madison
Butte Job Service 206 West Granite Post Office Box 309 Butte, Montana 59701 792-0417	Silver Bow, northwest 1/4th of Madison, south 1/3rd of Deer Lodge, north 1/4th of Beaverhead, and south 1/2 of Jefferson
Cut Bank Job Service 513 East Main Street Cut Bank, Montana 59427 873-2191	Glacier, west 1/2 of Pondera, and north 1/8th of Teton

Local Office	Counties Served
Dillon Job Service 126 South Montana Street Dillon, Montana 59725 683-5501	South 3/4ths of Beaverhead and south 1/4th of Madison
Glasgow Job Service 238 Second Avenue South Glasgow, Montana 59230 228-9369	Valley and Phillips
Glendive Job Service 211 South Kendrick Glendive, Montana 59330 365-3314	Dawson, south 1/2 of McCone, and Wibaux
Great Falls Job Service (Main Office) 1018 Seventh Street South Great Falls, Montana 59405 761-1730	Cascade, west 1/2 of Judith Basin, north 1/2 Lewis and Clark, southwest 1/2 of Chouteau, and south 7/8th of Teton
Great Falls Branch Office 513 First Avenue South Great Falls, Montana 59401 761-1730	Serves same as above
Hamilton Job Service 333 Main Street Post Office Box 73 Hamilton, Montana 59840 363-1822 or 363-1824	South 7/8ths of Ravalli
Havre Job Service 416 First Street Havre, Montana 59501 265-5847	Hill, Blaine and northeast 1/2 of Chouteau
Helena Job Service 715 Front Street Helena, Montana 59601 449-3044	South 1/2 of Lewis and Clark, north 1/2 of Jefferson, northeast 1/2 of Powell, northwest 7/8ths of Meagher, and Broadwater

Local Office	Counties Served
Kalispell Job Service 427 First Avenue East Kalispell, Montana 59901 755-5071	Flathead
Lewistown Job Service 324 West Broadway Lewistown, Montana 59457 538-8701	Fergus, north 1/2 of Wheatland, Petroleum, and east 1/2 of Judith Basin
Libby Job Service 314 California Avenue Libby, Montana 59923 293-6282	Lincoln
Livingston Job Service 228 South Main Post Office Box 1199 Livingston, Montana 59047 222-0520	Park, Sweet Grass, south 1/2 of Wheatland, and southeast 1/8 of Meagher
Miles City Job Service 12 North Tenth Street Miles City, Montana 59301 232-1316	Custer, Prairie, Garfield, Rosebud, Powder River, Carter, and Fallon
Miles City Job Service Branch Post Office Box 455 Colstrip, Montana 59323 748-2880	Serves the town of Colstrip only
Missoula Job Service 539 South Third Street West Post Office Box 5027 Missoula, Montana 59806 728-7060	Town of Arlee in Lake County, Mineral, west 1/3rd of Powell, north 1/8th of Ravalli, Missoula, and north 1/3rd of Granite
Polson Job Service 417 Main Street Post Office Box 970 Polson, Montana 59860 883-5261 or 883-5262	Lake, except the town of Arlee

Local Office	Counties Served
Shelby Job Service 402 First Street South Shelby, Montana 59474 434-5161	Toole, Liberty, and east 1/2 of Pondera
Sidney Job Service 120 South Central Sidney, Montana 59270 482-1204	Southeast 1/4th of Sheridan, east 1/4th of Roosevelt, and Richland
Thompson Falls Job Service 608 Main Street Post Office Box 669 Thompson Falls, Montana 59873 827-3472	Sanders
Wolf Point Job Service 122 Second Avenue South Wolf Point, Montana 59201 653-1720	West 3/4ths of Roosevelt, north 1/2 of McCone, Daniels, and northwest 3/4ths of Sheridan

Job Service Program Offices*

Local Office	Counties Served
Billings Program Office 1425 Broadwater Avenue - Suite E Billings, Montana 59102 259-5529	Yellowstone, Big Horn, Treasure, Golden Valley, Stillwater, Musselshell, and Carbon
Butte Program Office Idaho and Mercury Streets Butte, Montana 59701 792-9115	Silver Bow, northwest 1/4th of Madison, south 1/3rd of Deer Lodge, north 1/4th of Beaverhead, and south 1/2 of Jefferson
Cut Bank WIN Office Post Office Box 837 Browning, Montana 59417 338-7551	Serves the town of Browning only
Glasgow WIN Center Post Office Box 4696 Glasgow AFB, Montana 59231 524-7371	Valley and Phillips
Great Falls Program Office 1018 Seventh Street South Great Falls, Montana 59405 761-1730	Cascade, west 1/2 of Judith Basin, north 1/2 of Lewis and Clark, southwest 1/2 of Chouteau, and south 7/8ths of Teton
Helena Program Office 529 North Warren Helena, Montana 59601 449-3044	South 1/2 of Lewis and Clark, north 1/2 of Jefferson, northeast 1/2 of Powell, northwest 7/8ths of Meagher, and Broadwater
Kalispell Program Office 37 First Street West Kalispell, Montana 59901 755-5020	Flathead
Libby Program Office 417 Mineral Avenue Libby, Montana 59923 293-8223	Lincoln
Missoula Program Office 600 Kensington Post Office Box 4986 Missoula, Montana 59801 721-5680	Town of Arlee in Lake County, Mineral, west 1/3rd of Powell, north 1/8th of Ravalli, Missoula, and north 1/3rd of Granite

* handle programs such as CETA, WIN, etc.

Training Centers

Center	Area Served
Anaconda Civilian Conservation Center Anaconda, Montana 59711 563-3476	Colorado, Montana, North Dakota, South Dakota, Wyoming, and Utah
Kicking Horse Job Corps Center Ronan, Montana 59864 644-2217	Serves same as above
Trapper Creek Civilian Conservation Center Hamilton, Montana 59840 821-3286	Serves same as above

Vocational Rehabilitation Service Offices

Local Office	Counties Served
Billings Vo-Rehab Office 1211 Grand Avenue Billings, Montana 59101 252-5601	Carbon, Big Horn, Stillwater, Sweet Grass, and Yellowstone
Billings Vo-Rehab Sub-Office Crow Indian Reservation Crow Agency, Montana 59022 638-2649	Serves Crow Reservation
Bozeman Vo-Rehab Office Martel Plaza - Suite 2C 220 Lamme Bozeman, Montana 59715 587-0601	Meagher, Gallatin, and Park
Butte Vo-Rehab Office Executive Village 517 East Front Street Butte, Montana 59701 723-6537	Beaverhead, Deer Lodge, Madison, Powell, Granite and Silver Bow
Glasgow Vo-Rehab Office 334 West Court Street Post Office Box 472 Glasgow, Montana 59230 228-8264	Daniels, Phillips, Roosevelt, Sheridan, and Valley
Glasgow Vo-Rehab Sub-Office Fort Peck Indian Reservation Post Office Box 1118 Poplar, Montana 59255 768-3373	Serves Fort Peck Reservation

Local Office	Counties Served
Great Falls Vo-Rehab Office 1818 Tenth Avenue South - Suite 5 Great Falls, Montana 59405 727-7740	Cascade, Choteau, Glacier, Pondera, Teton, and Toole
Great Falls Vo-Rehab Sub-Office Blackfoot Indian Reservation Post Office Box 275 Browning, Montana 59417 338-7333	Serves Blackfoot Reservation
Havre Vo-Rehab Office 232 West First Street Havre, Montana 59501 265-6933	Blaine, Hill, and Liberty
Helena Vo-Rehab Office Old Saint John's Hospital Bldg. Room 2A 25 South Ewing Street Helena, Montana 59601 449-5674	Broadwater, Jefferson, and Lewis and Clark
Kalispell Vo-Rehab Office Room 12 - Glacier Building Kalispell, Montana 59901 755-5408	Flathead, Lake, Lincoln, and Sanders
Kalispell Vo-Rehab Sub-Office Flathead Indian Reservation Post Office Box 270 Ronan, Montana 59864 676-0261	Serves Flathead Reservation
Lewistown Vo-Rehab Office 215 Bank Electric Building Lewistown, Montana 59457 538-5188	Fergus, Golden Valley, Judith Basin, Musselshell, Petroleum, and Wheatland
Miles City Vo-Rehab Office 708 Palmer Street Post Office Box 880 Miles City, Montana 59302 232-0583	Carter, Custer, Dawson, Fallon, Garfield, McCone, Prairie, Powder River, Richland, Rosebud, Treasure, and Wibaux

Local Office	Counties Served
Miles City Vo-Rehab Sub-Office Northern Cheyenne Reservation Post Office Box 188 Lame Deer, Montana 59043 477-6491	Serves Northern Cheyenne Reservation
Missoula Vo-Rehab Office 818 Burlington Missoula, Montana 59801 721-4910	Mineral, Missoula, and Ravalli
Montana State Prison Vo-Rehab Office Post Office Box 7 Deer Lodge, Montana 59722 846-1320 extension 2215	Serves prison population
Warm Springs State Hospital Vo-Rehab Office Drawer "O" Warm Springs, Montana 59756 693-2221	Serves hospital population

Vocational Technical Centers

Center	Counties Served
Billings Vocational Technical Center 3803 Central Avenue Billings, Montana 59102 248-7741	All
Butte Vocational Technical Center 404 South Wyoming Street Butte, Montana 59701 792-4256	All
Great Falls, Vocational Technical Center 2100 16th Avenue South Great Falls, Montana 59405 791-2100	All
Helena Vocational Technical Center 1115 North Roberts Helena, Montana 59601 442-0060	All
Missoula Vocational Technical Center 909 South Avenue West Missoula, Montana 59801 728-2400	All